

Ventura County Community College District

**District Council on Student Learning (DCSL) Committee Notes**

**November 10, 2011 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**MEETING NOTES APPROVED AT 12.08.11 DCSL MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein  
 Co-Chair: Ms. Dwyer (MC)  
 Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Robert Cabral (OC), Susan Cabral (OC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Traci Allen in place of Pam Kennedy-Luna (MC), Victoria Lugo (VC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Steven Turner (VC), Nenagh Brown (MC VP Academic Senate President, observer)

**Absent:** Linda Loiselle (MC), Maureen Rauchfuss (MC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome and Approval of November 10, 2011 Meeting Notes</b></p>	<p>Dr. Loewenstein welcomed everyone to DCSL. The October 13, 2011 meeting notes were reviewed and all were in agreement to approve the notes as submitted.</p>			
<p><b>Program Discontinuance AP 4021</b></p>	<p>Dr. Lowenstein provided a recap of steps taken on drafting AP 4021. The administrative procedure was taken back to the colleges’ Academic Senates for approval.</p> <p>Mr. Cabral stated the Oxnard Academic Senate had limited time for review, but were able to review the procedure and were pleased with the comments and revisions. Oxnard College has approved the procedure as is.</p>			

D2-06 District Council on Student Learning (DCSL) Meeting Notes, 11/2011-3/2012; District Technical Review Workgroup (DTRW) Mtg Notes, 11/2011-3/2012; District Council on Human Resources (DCHR) Mtg Notes, 11/2011-3/2012; District Council on Administrative Services (DCAS) Mtg Notes, 11/2011-7/2012; District Consultation Council Mtg Notes, 01/2012-8/2012; Chancellor’s Cabinet Mtg Notes, 11/2011-08/2012

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Moorpark's Academic Senate approved the procedure and will recommend it to the president on Tuesday in order to finish the approval process.</p> <p>Moorpark would like to change Section III to insert the appropriate constituent groups. Dr. Loewenstein asked if everyone was in agreement and this action was approved by all.</p> <p>Ventura College's Academic Senate had a conditional response to the document regarding the list under Section I and recommends removal of this list, which is the main issue of contention. Discussion ensued regarding whether the list should be removed or altered. Oxnard and Moorpark were not in favor of removing the list. The list remains intact with revisions.</p> <p>Revisions were made to the list to indicate each college shall determine their own criteria and will be bolded and italicized. A heading right above the list was suggested for "possible criteria." Bullets were suggested instead of alphas and all were in approval of this change. Ventura College requested to add a bullet at the end of the list that repeats the phrase of "other criteria as suggested by the college." All requested revisions were approved and will be incorporated into the document by Dr. Loewenstein.</p> <p>Ventura College asked about the effective date and if the procedure can be implemented immediately. The procedure can be implemented if the college chooses to do so.</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>For full approval of AP 4021, there were 18 members in agreement and 1 opposed (Ventura College Academic Senate President). Discussion ensued regarding what constitutes a full consensus and it was determined that if there has been a solid, good faith effort to address all concerns, then there is a consensus.</p> <p>Mr. Cabral requested Moorpark College to recap their approval process, which was provided by Ms. Dwyer and Ms. Ewins.</p> <p>Dr. Loewenstein will make the revisions, send to Chancellor's Cabinet, it will then go forward to the Policy Committee, if approved by Cabinet, and then on to the Board meeting as an information only item.</p>	<p>Make revisions and submit to Chancellor's Cabinet</p>	<p>Chancellor's Cabinet</p>	<p>Dr. Loewenstein</p>
<p><b>OLD BUSINESS</b></p>				
<ul style="list-style-type: none"> <li>• <b>Priority Registration Data (Ramiro)</b></li> <li>• <b>Early Registration (AP 5055)</b></li> <li>• <b>AB 194 (Pat Ewins)</b></li> <li>• <b>Priority Registration Ideas (Pat Ewins)</b></li> </ul>	<ul style="list-style-type: none"> <li>• At the August meeting, it was agreed to gather more data, which Mr. Sanchez provided for this meeting and reviewed the statistics distinguishing the data from the top portion and the bottom portion of the reports.</li> <li>• Mr. Sezzi provided the Ventura College Academic Senate's draft of AP 5055 Enrollment Priorities and reviewed revisions made by Ventura College. Discussion ensued regarding early registration. Dr. Loewenstein asked the registrars for their input and the possible impact on Admissions and Registration. The registrars felt the proposal would be a heavier workload for their departments and commented that Information Technology should be</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>consulted first before moving forward regarding Banner programming changes. Discussion ensued regarding why a revised priority registration administrative procedure (AP 5055) is needed. All submission proposals were compared and determined points for revision and noted classes will be harder to get due to the closure of programs/classes. Mr. Chavez suggested a new order of the priorities. Financial aid students need to be taken into consideration as they have limits on the amount of units which can be taken. Clarification was provided regarding admitting high school students and the current priority status. Dr. Loewenstein asked the members if they wanted to pursue this issue further. All were in agreement with the exception of Mr. Chavez. This issue has been on the DCSL agenda since October 2009. Moorpark and Oxnard would like to take it back to their senates to review the Ventura College administrative procedure draft proposal and bring it back for the December 8 meeting. Ms. Bricker suggested sending the draft procedure to the IT Department for review to ensure this new procedure would be feasible and the time/cost/effort involved. Current in progress units are counted and were clarified by Ms. Colborn.</p> <p>Mr. Sezzi requested status on priority registration for student athletes and Ms. Bricker commented the meeting notes from March stated if there was no closure that student athletes would get priority registration come fall and would be approved in April. It was stated student athletes should have priority registration starting on Monday, 11/14. Dr.</p>	<p>Review Ventura College's AP 5055 draft</p>	<p>December 8</p>	<p>Moorpark and Oxnard Academic Senates</p>



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Endrijonas said there has been no approval from Chancellor's Cabinet and DCSL cannot put this in place until it has been vetted through the correct process. There was confusion regarding the last action taken on this issue and whether it went through Chancellor's Cabinet. Ms. Geisen provided an update on AP 5055 and will check the status regarding the cabinet process. This item will be agendized for December. Ms. Geisen will add the student athlete issue to the next Chancellor's Cabinet.</p> <ul style="list-style-type: none"> <li>• AB 194 was tabled until December's meeting.</li> <li>• Priority Registration Ideas were tabled until December's meeting.</li> </ul>	<p>Add student athlete priority registration to Chancellor's Cabinet Agenda</p> <p>Add to next agenda</p> <p>Add to next agenda</p>	<p>12/08</p> <p>12/08</p> <p>12/08</p>	<p>Clare Geisen</p> <p>Laurie Nelson-Nusser</p>
<b>Reducing Registration Limits (Pat Ewins)</b>	This item was tabled until December's meeting.	Add to next agenda	12/08	Laurie Nelson-Nusser
<b>NEXT MEETING</b>	Thursday, December 8, 2011 – 3:00 p.m.			

Ventura County Community College District

**District Council on Student Learning (DCSL) Meeting Notes**

December 8, 2011 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

**MEETING NOTES APPROVED AT 1.12.12 DCSL MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein  
 Co-Chair: Ms. Dwyer (MC)  
 Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Robert Cabral (OC), Susan Cabral (OC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Pam Kennedy-Luna (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

**Absent:** Victoria Lugo (VC), Linda Loiselle (MC), Maureen Rauchfuss (MC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Welcome and Approval of November 10, 2011 Meeting Notes</b></p>	<p>Dr. Loewenstein welcomed everyone to DCSL. The meeting commenced at 3 pm.</p> <p>It was noted that this is Susan Cabral's last DCSL meeting as she is retiring effective December 22, 2011. Ms. Cabral was thanked by the DCSL group for her years of service on the Council.</p> <p>On motion from Mr. Sanchez and seconded by Ms. Davis, the meeting notes from November 10, 2011 were approved as submitted.</p>			
<p><b>OLD BUSINESS</b></p>				
<p>Early Registration – AP 5055 (Clare Geisen)</p>	<p><b>Early Registration for Student Athletes:</b>                      This item went to the Chancellor’s Cabinet for</p>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p>Reducing Registration Limits (Pat Ewins) New Title 5 Repetition and Withdrawal Regulations (Registrars):</p> <ul style="list-style-type: none"> <li>• AP 4255 Course Repetition</li> <li>• AP 4227 Course Repetition Absent Substandard Academic Work</li> <li>• AP 4230 – Grading and Academic Records Symbols</li> </ul>	<p>clarification and approval for allowing athletes to receive early registration. Cabinet reviewed the proposed draft of AP 5055 on Monday, 12/5, and was not approved. The group requested a written rationale for Cabinet’s disapproval of this item. There are NCAA new requirements, which may not have been presented in Cabinet. A rationale was requested from the colleges for early priority student athlete registration to be submitted no later than Friday, 12/9, by Lori Bennett to Clare Geisen for submission to return the item Chancellor’s Cabinet on Monday, 12/12. The group requested a written rationale from Chancellor’s Cabinet if the issue is disapproved again.</p> <p><b>AP 5055 Revisions:</b> Oxnard College had no comment and Moorpark College corrected grammatical errors on AP 5055 submitted by Ventura College. Ventura College brought a different version dated October 2011 to the meeting, which had not been distributed to the group as of yet. This draft was approved by the Ventura College Academic Senate per the handwritten note at the top of the draft titled “VC Academic Senate draft on AP on Enrollment Priorities, October 2011.” Copies were distributed to the group during the meeting. Mr. Sezzi fielded questions regarding Ventura College’s revisions of the draft AP 5055.</p> <p>Changes were made to this draft as follows:</p> <ul style="list-style-type: none"> <li>• Under the legal section, “et. seq.” was added after the Education Code Section 66025.8.</li> <li>• Delete all text from the beginning of the body of the document down to “Within the Ventura County</li> </ul>	<p>Submit student athlete priority registration rationale.</p>	<p>Friday, 12/9</p>	<p>Lori Bennett (to Clare Geisen)</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Community College District registration appointments are given in the follow order..." and add "Pursuant to Title 5 Section 58106; Education Code Section 66025.8 et. seq." to the front of the first sentence.</p> <ul style="list-style-type: none"> <li>• Changes were made under item 1 to include "former foster youth as defined by statue."</li> <li>• CalWORKS students will be included in the group of priority registration appointments, even though it is struck out on the draft.</li> <li>• Renumbering in the order of registration appointments and the correct order of priority were discussed. The document will be renumbered based on the handwritten changes on the draft distributed at the meeting.</li> <li>• Specific language was drafted as "(waivers for majors exceeding 75 units may be requested by the Counseling Department)". This will be inserted after item 2, and after 6 to state "(unless granted a waiver in 2 above)."</li> <li>• An asterisked comment will be placed at the bottom of this list stating "*Completed and in progress VCCCD units. Basic skills and non-transferrable units shall not be counted."</li> <li>• Delete all text at the last section of the document starting with "For the purposes of enrollment priority, ..."</li> </ul> <p>Mr. Sezzi will send the electronic document to Ms. Nelson-Nusser to submit to Chancellor's Cabinet for Monday, 12/12. Results will be shared with the group from Chancellor's cabinet.</p> <p>There was discussion regarding Banner</p>	<p>Send electronic document</p>	<p>Friday a.m., 12/9</p>	<p>Peter Sezzi (to Laurie Nelson-Nusser)</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>implementation of these items.</p> <p><b>Reducing Registration Limits:</b>  Full-time students in good standing can currently register for :</p> <ul style="list-style-type: none"> <li>• 19.5 units – no approval required</li> <li>• 20 – 21.5 units counselor approval required</li> <li>• 22 or more – dean’s approval required</li> </ul> <p>Dr. Loewenstein asked the counselors for their input regarding this issue. Discussion ensued regarding reducing registration limits and the expected outcome. Before making a decision regarding this issue, data was requested for students enrolling in more than 18 units to clarify whether reducing registration limits would be beneficial in opening seats up for other incoming students and the extent to which these students remain enrolled and complete classes in comparison with overall student averages. The parameters of the data were discussed and a decision was made to request the following parameters:</p> <ul style="list-style-type: none"> <li>• Retention rate beginning of term to refund date for students enrolled in more than 18 units.</li> <li>• Success course completion rate</li> <li>• Comparison with overall college/district retention/completion rates</li> </ul> <p><b>New Title 5 Repetition and Withdrawal Regulations:</b>  Specific language was drafted for revisions to AP 4255 Disqualification and Dismissal, AP 4227 Course Repetition, Absent, Substandard Academic Work, and AP 4230 Grading and Academic Record</p>	<p>Request data from John Clooney</p>	<p>Prior to next meeting on 1.12.12</p>	

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>Symbols. The changes to the administrative procedures will be implemented in summer 2012.</p> <p>Ms. Bricker will incorporate the revisions on AP 4255, AP 4227, and AP 4230 and send them to Ms. Nelson-Nusser.</p> <p>There was a question regarding academic renewal and Ms. Bricker will look into this issue in Title 5.</p> <p><b>Recommendation:</b> Move the three administrative procedures forward to Chancellor's Cabinet and will be presented in conjunction with the corresponding Board Policies. This item will go forward to Chancellor's Cabinet next month (January) and will go to the Board in February as an informational item.</p>	<p>Send revisions</p> <p>Research academic renewal in Title 5</p>	<p>January 6, 2012</p> <p>January 12, 2012</p>	<p>Susan Bricker (to Laurie Nelson-Nusser)</p> <p>Susan Bricker</p>
<b>New Business</b>				
Changing the Current Deadline for Dropping Without a "W" (Susan Bricker)	<p>A request was made to back up the deadline date for dropping without a "W" to the Friday before census for full semester classes and the percentage closest to 20% for short-term and summer classes.</p> <p>The purpose of the request is to accommodate new Title 5 regulations which would prevent the District from claiming apportionment for students who drop between the census date and the current "no W" drop deadline. Ms. Bricker will send Ms. Nelson-Nusser the proposed language. The intent is to implement this new deadline in summer 2012. The proposal was approved in concept.</p>	Send proposed language	January 6, 2012	Susan Bricker
<b>New Agenda Items for January</b>	<p>New agenda items will be submitted via email to Ms. Nusser with supporting documents:</p> <ul style="list-style-type: none"> <li>• Academic Renewal</li> </ul>	Submit new agenda items with	January 6, 2012	• Angelica Gonzales

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> <li>• AP 5010 admissions and concurrent enrollment. Board policy exists but no administrative procedure. This item was requested by Mr. Sezzi and Ms. Geisen will handle.</li> <li>• Pass/No Pass in majors – clarification of catalog language.</li> </ul>	supporting documents to Laurie Nelson-Nusser via email.		<ul style="list-style-type: none"> <li>• Clare Geisen</li> <li>• Erika Endrijonas</li> </ul>
<b>NEXT MEETING</b>	Thursday, January 12, 2012 – 3:00 p.m.			

Ventura County Community College District

**District Council on Student Learning (DCSL) Meeting Notes**

January 12, 2012 – DAC Lakin Board Room

3:00 p.m. – 4:30 p.m.

**MEETING NOTES APPROVED AT 3.08.12 DCSL MEETING**

**Present:** Chancellor's Designee: Dr. Gaither Loewenstein  
 Co-Chair: Ms. Dwyer (MC)  
 Gloria Arevalo (VC), Lori Bennett (MC), Daniel Chavez (ASVC), Shannon Davis (OC), Riley Dwyer (MC), Erika Endrijonas (OC), Karen Engelsen (OC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC – designee for Robert Cabral), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Victoria Lugo (VC), Maureen Rauchfuss (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

**Absent:** Susan Bricker (VC), Kathy Colborn (MC), Joel Diaz (OC),

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of November 10, 2011 Meeting Notes</b>	Dr. Loewenstein welcomed everyone to DCSL. The meeting commenced at 3 pm.  The meeting notes were approved with a minor correction.			
<b>OLD BUSINESS</b>				
<b>Early Registration – AP 5055 (Clare Geisen)</b>	<u>Early Registration for Student Athletes:</u> Cabinet denied the early registration based on its previous decision in light of current enrollment circumstances and early registration is not justified, which was provided via an email sent to Ms. Geisen.  DCSL was in disagreement with Cabinet's decision as they require more of a rationale for student	Obtain supporting	Next DCSL meeting –	Pat Ewins (MC)



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>Reducing Registration Limits</b></p>	<p>athlete early registration. DCSL will pursue supporting documentation. Dr. Loewenstein suggested three representatives to obtain this information. The three designees are: Pat Ewins/Moorpark, Karen Engelsen/Oxnard, and Peter Sezzi/Ventura. The representatives will return with their information to the next meeting before presenting the supporting documentation to Cabinet.</p>	<p>documentation</p>	<p>2.09.12</p>	<p>Karen Engelsen (OC) Peter Sezzi (VC)</p>
	<p>Revisions to AP 5055 were made at December 12, 2011 Cabinet Meeting and the revised administrative procedure was reviewed by DCSL. Discussion ensued regarding the Cabinet revisions. Ms. Ewins will make the requested DCSL changes to AP 5055 (item #8) and send to Ms. Geisen and Ms. Nusser. AP 5055 will return to Cabinet on January 23, 2012 with these revisions.</p>	<p>Make revisions to AP 5055</p>	<p>Next DCSL meeting – 2.09.12</p>	<p>Pat Ewins</p>
	<p><u>Reducing Registration Limits:</u> Dr. Lowenstein presented data as requested in the December meeting for the following parameters:</p> <ul style="list-style-type: none"> <li>• Retention rate beginning of term to refund date for students enrolled in more than 18 units.</li> <li>• Success course completion rate</li> <li>• Comparison with overall college/district retention/completion rates</li> </ul> <p>After reviewing the data, the registration limits will remain the same as indicated below.</p> <p>Full-time students in good standing can currently register for :</p> <ul style="list-style-type: none"> <li>• 19.5 units – no approval required</li> <li>• 20 – 21.5 units counselor approval required</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<p><b>New Title 5 Repetition and Withdrawal Regulations (Registrars):</b></p> <ul style="list-style-type: none"> <li>• AP 4255 Course Repetition</li> <li>• AP 4227 Course Repetition Absent Substandard Academic Work</li> <li>• AP 4230 – Grading and Academic Records Symbols</li> </ul> <p><b>Changing the Current Deadline for Dropping Without a “W” (Susan Bricker)</b></p>	<ul style="list-style-type: none"> <li>• 22 or more – dean’s approval required</li> </ul> <p>This agenda item was tabled until the February 9<sup>th</sup> meeting due to absence of all Registrars. There was a very heavy registration day on the date of this meeting.</p> <p><u>Changing the Current Deadline for Dropping Without a “W”:</u> This agenda item was tabled until the February 9<sup>th</sup> meeting due to absence of all Registrars. There was a very heavy registration day on the date of this meeting.</p>			
<p><b>New Business for January</b></p>	<ul style="list-style-type: none"> <li>• <u>Academic Renewal</u> Ms. Gonzales suggested DCSL review the current VCCCD policy/procedure for academic renewal. Ms. Gonzales provided Title 5 Section 55046, VCCCD BP 4240/AP 4240, as well as examples from other local colleges for academic regulations and academic renewal petition forms. Discussion ensued regarding whether the VCCCD policy and administrative procedure accommodates academic renewal options and eligibility as handled by other colleges. Specific inadequacy concerns are that the</li> </ul>	<p>Return to colleges for review of BP/AP 4240 and bring back comments</p>	<p>Next DCSL meeting – 2.09.12</p>	<p>All DCSL members</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	<p>policy/procedure is too restrictive. This issue will be taken back to the colleges for review and returned to the next DCSL meeting.</p> <ul style="list-style-type: none"> <li>• <u>AP 5010 Admissions and Concurrent Enrollment</u> Ms. Geisen researched whether DCSL's draft of AP 5010 from 2009 ever made its way to the Board and confirmed it hasn't been through the approval process. Ms. Geisen stated there is a recent CCLC update to this administrative procedure and the update, which should be incorporated into our revised procedure. The 2009 draft will be sent to the registrars by Ms. Geisen for review and the revised draft will be brought to the February DCSL meeting.</li> <li>• <u>AP 4232 Pass/No Pass</u>: Dr. Endrijonas requested that DCSL review the colleges' catalog language regarding Pass/No Pass options. Dr. Endrijonas provided handouts of the current VCCCD AP 4232 procedure and the Moorpark, Oxnard, Ventura College catalog pages regarding this issue, which are not consistent between the colleges. Discussion ensued regarding clarifying the language. Dr. Endrijonas will make revisions to AP 4232 and present at the February meeting.</li> </ul>	<p>Send AP 5010 draft to registrars and registrars will return with comments to the next meeting</p> <p>Make revisions to AP 4232</p>	<p>Next DCSL meeting – 2.09.12</p> <p>Next DCSL meeting – 2.09.12</p>	<p>Clare Geisen and registrars</p> <p>Erika Endrijonas</p>
<b>Early Alert</b>	Dr. Engelsen discussed the early alert feature and encouraged DCSL to go back to their colleges and request their faculty to utilize this feature. Early alert will be available in the VCCCD Portal.	Advocate early alert to faculty members	Ongoing	All DCSL members
<b>Student Success Task Force</b>	Ms. Lugo asked if DCSL was aware of the new California Community Colleges Student Success	Review SSTF report	By next DCSL	All DCSL members

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	Task Force (SSTF) report just published by the Board of Governors on 1/9/12. It has serious implications for student learning and she suggested everyone review the report.		meeting – 2.09.12	
<b>NEXT MEETING</b>	Thursday, February 9, 2012 – 3:00 p.m.			

Ventura County Community College District

**District Council on Student Learning (DCSL) Meeting Notes**

**March 8, 2012 – DAC Lakin Board Room**

**3:00 p.m. – 4:30 p.m.**

**MEETING NOTES APPROVED AT 4.12.12 DCSL MEETING**

**Present:** Chancellor's Designee: Erika Endrijonas (OC)  
 Co-Chair: Riley Dwyer (MC)  
 Gloria Arevalo (VC), Lori Bennett (MC), Susan Bricker (VC), Daniel Chavez (ASVC), Kathy Colborn (MC), Shannon Davis (OC), Joel Diaz (OC), Riley Dwyer (MC), Patricia Ewins (MC), Clare Geisen (DAC), Angelica Gonzales (VC), Linda Kamaila (OC), Pam Kennedy-Luna (MC), Linda Loiselle (MC), Maureen Rauchfuss (MC), Mary Rees (MC), Ramiro Sanchez (VC), Peter Sezzi (VC), Mark Pauley (VC)

**Absent:** Karen Engelsen (OC), Victoria Lugo (VC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Welcome and Approval of January 12, 2012 Meeting Notes</b>	Dr. Endrijonas welcomed everyone to DCSL. The meeting commenced at 3:10 pm.  The January 12, 2012 meeting notes were approved with a minor correction. Robert Cabral is indicated as absent and Linda Kamaila has replaced him. All were in favor to approve the minutes with the above correction.			
<b>Review of Committee Charge</b>	Recommendations of changes to the Committee charge: <ul style="list-style-type: none"> <li>• "Fourth Thursday" will be removed.</li> <li>• Website Membership: "suggested" will move to parenthesis in front of two faculty members selected. No other changes were requested.</li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Review of Annual Committee Evaluation	Dr. Endrijonas requested the group review the survey, which is not specific to this committee. Comments will be brought back to the meeting in April. (Since the last meeting, this item has been resolved.)			
<b>OLD BUSINESS</b>				
<b>Early Registration – AP 5055 (Peter Sezzi)</b>	<p>Mr. Sezzi is currently working on gathering data for review. There was discussion if the SSTF information should be included in this administrative procedure. There was concern there are no degree applicable courses for basic skills students. Return of students for 76 units were discussed. It was requested to leave this item on the agenda for the next meeting after April (September 12, 2012).</p>	gather data	9.12.12	Peter Sezzi
<b>AP 4225, 4227, 4230 New Title 5 Repetition and Withdrawal Regulations (Registrars):</b> <ul style="list-style-type: none"> <li>• AP 4255 Course Repetition</li> </ul>	<p><b>AP 4255 Course Repetition</b></p> <p>Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> <li>• Copyright symbol will be deleted (1<sup>st</sup> page)</li> <li>• Under <i>“Course Repetition to Alleviate a Substandard Grade:”</i> Substandard will be changed to standard (2<sup>nd</sup> page)</li> <li>• Under <i>“Course Repetition to Alleviate a Substandard Grade:”</i> <i>“To alleviate a substandard grade”</i> will be changed <i>“to achieve a standard grade”</i>.</li> <li>• <i>“Activity”</i> will be changed to <i>allowable</i> in all places in paragraph. (3<sup>rd</sup> page after item 2)</li> <li>• <i>“Verification”</i> will change to <i>“certification.”</i> (last page under <i>“Legally Mandated Training Requirement.”</i>)</li> </ul>	Make revisions to AP 4255, 4227, and 4230	4.12.12	Susan Bricker

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<ul style="list-style-type: none"> <li>AP 4227 Course Repetition Absent Substandard Academic Work</li> </ul>	<p><b>AP 4227 Course Repetition Absent Substandard Academic Work</b>  Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> <li>C – “or P” will be added in first and second paragraph</li> <li>“<i>may qualify</i>” will replace “<i>is an activity course</i>” in 2<sup>nd</sup> bullet on first page</li> </ul>			
<ul style="list-style-type: none"> <li>AP 4230 – Grading and Academic Records Symbols</li> </ul>	<p><b>AP 4230 Grading and Academic Record Symbols</b>  Ms. Bricker provided an explanation of changes made to the administrative procedure. The document was reviewed and the following changes were requested:</p> <ul style="list-style-type: none"> <li>This procedure is scheduled to go into effect fall 2012 and there was concern regarding the withdrawal at 14 weeks. Mr. Sezzi will take AP 4230 back to the Academic Senate for consideration and opinion. This item will be agendized on the April DCSL agenda.</li> <li>Issues with Title 4 and financial aid were discussed regarding withdrawals. Ms. Bricker will craft a sentence to be added for clarification regarding the W-Withdrawal (first paragraph on second page). This will be discussed at the April DCSL meeting.</li> </ul>	<p>Review AP 4230 with Academic Senate</p>	<p>4.12.12</p>	<p>Peter Sezzi</p>
		<p>Craft new sentence for clarification</p>	<p>4.12.12</p>	<p>Susan Bricker</p>
<p><b>BP/AP 4240</b></p>	<p><b>Academic Renewal – BP/AP 4240</b>  Ms. Gonzales requested to have this item tabled to the April meeting in order to clarify Title 5 updates.</p>	<p>Clarify Title 5 updates</p>	<p>4.12.12</p>	<p>Angelica Gonzales</p>

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
AP 5010	<p>In January, Ms. Geisen researched whether DCSL's draft of AP 5010 from 2009 ever made its way to the Board and confirmed it hasn't been through the approval process. Ms. Geisen stated there is a recent CCLC update to this administrative procedure and the update, which should be incorporated into our revised procedure. The 2009 draft will be sent to the registrars by Ms. Geisen for review and the revised draft will be brought to the February DCSL meeting. (The February meeting was cancelled.)</p>	Revise draft	4.12.12.	Registrars
<b>NEW BUSINESS</b>				
Student Success Task Force	<p>Dr. Endrijonas provided a copy of the SSTF Advancing Student Success in California Community Colleges and reviewed the changes recommended by California Community Colleges.</p> <p>One of the concerns is the current data being utilized is not accurate and the ARCC group will be starting up soon. Another group will be coming together to identify the diagnostic assessment. The State will be doing an RFP as to why they should be identified as the choice of the state. Local validation has not been addressed at State level. Cut scores were discussed and whether they are consistent across the State. Stay tuned for improved basic skills and funding issues.</p>			
AP 4235	<p>The current administrative procedure online is not the same as was approved last year and, therefore, requires review again as it has been close to a year since the last assessment. The draft dated 3/30/11 was provided at the meeting for review. There was a</p>	<p>Make fee revisions to AP 4235 and send to Ms. Geisen for</p>	4.12.12	Shannon Davis



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	question regarding whether fees should be added to the document. Registrars will review the fees to ensure this is covered under another administrative procedure. This policy/procedure will move to Cabinet, and if approved, to Policy Committee in April, and the Board in May.	Cabinet approval.		
<b>AP 5013 Students in the Military</b>	The CCLC update dated 9/13/11 was provided for review to adopt for our administrative procedure. The registrars will review the procedure and bring back a draft for the next meeting. Health credits were discussed as they are not consistent across the military branches. The ACD model has been followed by Ventura for the history of enrollment of military.	Review administrative procedure	4.12.12	Registrars
<b>AP 4100</b>	<p>Ms. Dwyer presented a draft of AP 4100 Graduation Requirements for Degrees and Certificates. The following changes were requested:</p> <ul style="list-style-type: none"> <li>• The primary change is on page 2 – complete with a grade of C or better.</li> <li>• Move “<i>Areas of Emphasis Majors</i>” to front of sentence.</li> <li>• Include language regarding transfer degrees.</li> <li>• C or a P should be added</li> </ul> <p>Oxnard College’s Academic Senate has not yet reviewed this document and will bring back their comments to the April meeting based on the changes made at this meeting.</p>	Review AP 4100	4.12.12	OC Academic Senate
<b>Mandatory New Student Orientation</b>	Implementation of this item is a concern and Ms. Ewins requested presentation to the group. Please review this item, which will return to the April meeting.	Review New Student Orientation	4.12.12	DCSL Group
<b>Math Competency</b>	This item was discussed in DTRW, which the group	Review with	4.12.12	Curriculum

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	agreed the document required a few changes and Linda Anderson (math professor and DCSL guest) will bring back the requested changes to the Curriculum Committee.	Curriculum Committee		Committee
<b>NEXT MEETING</b>	Thursday, April 12, 2012 – 3:00 p.m.			

**Ventura County Community College District**

**2011-2012 Academic Year**

**District Technical Review Workgroup (DTRW)**

**Meeting Notes**

**November 10, 2011 - 1:00 p.m. – DAC Lakin Board Room**

**MEETING NOTES PRIOR TO APPROVAL AT 12.08.11 DTRW MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein (Consultant)  
 Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Appointees: Riley Dwyer (MC), Peter Sezzi (VC)  
 Associate Student Government:  
 Policy and Administrative Procedures: Clare Geisen (DAC)

**Absent:** Teresa Bonham (OC), Robert Cabral (OC), Daniel Chavez (VC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Approval of September 8, 2011 Meeting Minutes</b>	Dr. Loewenstein welcomed everyone to DTRW. The October 13, 2011 meeting notes were reviewed and all were in agreement to approve the notes as submitted.			
<b>Old Business</b>				
BP/AP in order to change prerequisites on content review CCLC Release: AP4260 (Mary Rees and Clare Geisen)	Ms. Rees stated discussions have been started on prerequisites and may take a couple of months to complete. A subcommittee will possibly be formed. This will be discussed at the Curriculum Committee meetings. This item is to be	Form subcommittee and discuss at Curriculum Committee meetings	Next Curriculum Committee meeting	Curriculum Committee Co-Chairs

	<p>agendized in mid-spring (February 9<sup>th</sup> agenda) for status on discussions and report back. All were in agreement. Ms. Geisen requested an update every spring on prerequisites to keep the policy and procedure current.</p> <p><b>New Title 5 Repetition and Withdrawals Regulations and Guidelines (Registrars)</b> The registrars were tasked with developing new procedure language for course repetition and withdrawals and will be meeting separately today. The new language will be brought back to DTRW in December.</p>	<p>Place on 2/09/12 DTRW Agenda</p> <p>Bring back new language to DTRW with recommendations.</p>	<p>2/09/12</p> <p>12/08/12</p>	<p>Laurie Nusser</p> <p>Registrars</p>
<b>DTRW Processes and Procedures for Reviewing Courses and Programs</b>	<p>Discussion ensued regarding the requirements for a review of courses/programs and the history of DTRW. Topics and methods of evaluation/instruction are usually involved in the technical review of the courses. Dr. Loewenstein presented handouts of Riverside Community College's technical review guidelines and check list. The procedure for this district to complete technical review is at local technical review committees (curriculum).</p>			
<b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b>	<p><b><u>Ventura – New Course: Zen Buddhism</u></b> This is an experimental course which has done well as a stand-alone course as there is no transfer model curriculum (TMC). The Articulation Officers noted this is a lower division course at various 4-year colleges and has transferrable units. This course will be part of Ventura College's Philosophy curriculum.</p>	<p>Send all submissions to college president's offices as approved.</p>	<p>Next Board Date: 12/13/11</p>	<p>EVP for each college to send to President's office for submission to Board.</p>

	<p><b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Ventura – New Transfer Degree:</u></b>  <b><u>Associate of Science Degree in Business Administration for Transfer.</u></b>  This item creates a degree that aligns with the TMC for Business Administration courses. SLO's have been developed, have a similar degree, and will be published in the next catalog.  <b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Ventura - Revised AS Degree:</u></b>  <b><u>Accounting:</u></b>  The program was made more effective for students and is in-line with the new Board Implementation Task Force Objectives, however, was being developed prior to the objectives being published. This is a certificate and degree program. The student will be given the certificate and the degree, which is not considered “double dipping.” When presented to the State, only one application is required. The differences between AA and AS degrees were discussed and because they are local degrees they can be submitted as an AS or AA at the discretion of the college.</p> <p><b>Recommendation:</b> Move forward to the Board as submitted.</p>			
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	<p><b><u>Ventura - Revised Proficiency Award: Administrative Assistant:</u></b>  This was an update to convert from a different discipline area and is the primary change on this item. Prior to this change, the proficiency award was under BIS and is now BUS. This is a 16-unit course called Administrative Assistant. The course is split by two different instructors in one semester and meets CalWorks registration requirements. Dr. Loewenstein inquired if any SLO's were written. The answer was affirmative.  <b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Ventura College – Deleted Associate in Science/Certificate of Achievement: Executive Assistant:</u></b>  Ventura College is doing some clean up and trying to remove some of the older certificate of achievements. They will be creating new ones as they become relevant.  <b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Ventura College – Deleted Proficiency Awards</u></b></p> <ul style="list-style-type: none"> <li>• Bilingual Computer Skills</li> <li>• Computerized Office</li> <li>• Microcomputers; Business Applications</li> </ul> <p><b>Recommendation:</b> Move deleted proficiency awards forward to the Board as submitted.</p>			
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	<p><b><u>Ventura – Business Administration Transfer Curriculum Model:</u></b></p> <p><b>Recommendation:</b> Move Business Administration Transfer Curriculum (TMC) forward to the Board as submitted.</p> <p>New Degrees/Programs must be approved before deletion of old degrees. Discussion ensued regarding deletions of the old degrees before the new degrees are created. Will the new TMC's push out students? Hopefully, the CSU's will recognize the new degrees.</p> <p><b><u>Moorpark – New Degrees/Programs:</u></b></p> <ul style="list-style-type: none"> <li>• Communication Studies – AA-T</li> <li>• Kinesiology – AA-T</li> <li>• Political Science – AA-T</li> </ul> <p><b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Moorpark – New Course:</u></b>  RADT M52B Nuclear Medicine Clinical Lab IIIB, 2.5 Units  Moorpark is dividing the course in half from a 5 unit course to 2.5 units. The old degree will be marked as inactive in Curricunet.</p> <p><b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Moorpark – Revised Courses:</u></b></p> <ul style="list-style-type: none"> <li>• MATH M04A, Elementary and Intermediate Algebra Part A, 5 Units</li> </ul>			
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	<ul style="list-style-type: none"> <li>• PHSO M01 Human Physiology, 4 Units Math was changed to prerequisite instead of recommended. The 4A and 4B courses must both be completed. The prerequisites have been validated and reviewed at Curriculum Committee. Discussion ensued regarding prerequisites and self placement. Human physiology was changed from 5 units to 4 units and the prerequisites were changed.</li> </ul> <p><b>Recommendation:</b> Move forward to the Board as submitted.</p> <p><b><u>Oxnard – Revised Course:</u></b>  FT R070 170, Firefighter I Academy, 16 Units.  This course was revised from FT R070 to FT 170 and to make it CSU transferrable. It was determined enrollment will not drop as the course draws students from all over the state. The scarcity of these types of classes will bring students to Oxnard and many take civil jobs after completing the course.</p> <p><b>Recommendation:</b> Move forward to the Board as submitted.</p>			
<b>Next Meeting Date:</b>	December 8, 2011 – 1 pm			



**Ventura County Community College District**

**2011-2012 Academic Year**

**District Technical Review Workgroup (DTRW)**

**Meeting Notes**

**December 8, 2011 - 1:00 p.m. – DAC Lakin Board Room**

**FINAL MEETING NOTES APPROVED AT 1.12.12 DTRW MEETING**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein (Consultant)  
 Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC), Teresa Bonham (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Appointees: Riley Dwyer (MC), Peter Sezzi (VC), Robert Cabral (OC)  
 Associate Student Government: Daniel Chavez (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC)

**Absent:** All in attendance

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Approval of November 10, 2011 Meeting Minutes</b>	Dr. Loewenstein welcomed everyone to DTRW and the meeting commenced at 1:10 pm. The November 10, 2011 meeting notes were reviewed and on motion from Mr. Sanchez and seconded by Ms. Rees were approved with revisions.			
<b>Old Business</b>				
<b>Old Business</b> BP/AP in order to change prerequisites on content review CCLC Release: AP 4260 (Mary Rees)	AP 4260 was tabled until the February 9, 2012 DTRW meeting.	Place on 2/09/12 DTRW Agenda	2/09/12	Laurie Nusser

<p><b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b></p>	<p><b><u>VENTURA COLLEGE:</u></b>  VC's submissions were revised as they were not in legislative format and handouts were provided by Ramiro.</p> <p><b><u>New Course</u></b>  AUTO V46, Engine Performance, 3 units  Auto department had two courses in smog and consolidated it into one and this is one of the two. Submitted to the State for smog control. Updating the course to be in-line with the state regulations.</p> <p><b><u>Recommendation:</u></b>  Submit to Board for approval.</p> <p><b><u>Revised Courses</u></b>  All submissions are now in legislative format, which are more reflective of the description of the course content.</p> <p>Formatting of the college submissions were discussed in order to bring it to the Board, for which all changes are shown. Bold indicates new and deletions are indicated as strike outs. No italics will be used.</p> <p>Clarification was provided regarding "credit limitations" on transfer to CSU/UC for Principals of Biology – BIOL V01. Dr. Loewenstein recommended providing further clarification in the catalog as students may misunderstand the phrase.</p> <p>The revisions were regarding discipline changes and course titles of the business</p>	<p>Send recommended submissions to college presidents' offices.</p>	<p>Prior Next Board Date (01.17.12) submission deadlines.</p>	<p>EVP for each college to send to President's office for submission to Board.</p>
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	<p>classes. BIS classes at Ventura will migrate to BUS classes starting in fall 2012. This is a required course in the Transfer Model Curriculum (TMC) for business courses.</p> <p>Ventura College recommended "ESL" be replaced with "ENGM." The acronym of ENGM stands for English multilingual. There is very little content change in the revised classes. The coding of "ESL" will remain the same at the other colleges, which prompted discussion regarding the Board goals of teaching 2 levels below college level, whether the goal was intended for math and English classes only, and if the coding should be consistent between all colleges. These revised ESL classes would be contrary to the Boards Goals and Objectives.</p> <p>Psychology course names were changed to be more in-line with the state preferred terms.</p> <p><b>Recommendation of Revised Courses:</b> The proposed ESL/ENGM classes will be pulled and taken back to the Ventura College Curriculum Committee.</p> <p>All other class revisions were recommended to go forward to the Board for approval.</p> <p><b><u>New Degrees</u></b> Associate of Arts Degree in Kinesiology for Transfer</p>			
		Send back to Curriculum Committee	Prior to next Curriculum Cmte meeting date.	Ramiro Sanchez

	<p>Ms. Arevalo provided clarification of the new degree. PSLO's are currently being developed and are awaiting approval from the sub-committee. Ms. Davis asked for further clarification regarding overlapping anatomy and physiology required courses. These issues were addressed and changes were submitted, but are not reflected on the submission. The correct version will be sent in by Ms. Arevalo.</p> <p><b>Recommendation:</b> No recommendation at this time.</p> <p><b><u>Revised A.S. Degree/Certificate of Achievement</u></b> Business Management</p> <p><b>Recommendation:</b> Was completed last month.</p> <p><b><u>MOORPARK COLLEGE:</u></b></p> <p><b><u>New Degrees/Programs</u></b> History – AA-T Ms. Rees provided an overview of the new History degree and provided clarification of required courses for the program. There was discussion of removing HIST M25 and M25H as it is duplicative, but does not require coming back to this workgroup after deciding on elimination.</p> <p><b>Recommendation:</b> Submit to Board for approval.</p>			
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	<p><b><u>Revised Courses</u></b>  ENGL M122A/B, Independent Studies in English, 0.5 to 3 Units  The revision on this course was moving from 1 unit to 0.5 – 3 units required.</p> <p><b>Recommendation:</b>  Go forward to BOT as submitted.</p> <p><b><u>OXNARD COLLEGE:</u></b></p> <p><b><u>New Course</u></b>  CAOT R198 Short Courses in Computer Applications and Office Technology, .5-10 units</p> <p>This course will offer special topics and will be an “umbrella” course and under that will be specific a, b, c courses. Minimum qualifications were clarified regarding teaching CIS and CAOT.</p> <p><b>Recommendation:</b>  Submit to Board for approval.</p> <p><b><u>Revised Courses</u></b>  DA R010, Introduction to Dental Assisting, 3 units</p> <p>DA R011, Beginning Radiology, 3 units  DA R012, Dental Materials for the DA, 3 units  DA R013, Occupational Health, 1unit  DA R014, Introduction to Chairside Dental Assisting, 2 units  DA R015, Dental Specialties, 2 units</p>			
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	<p>DA R020, Advanced Dental Assisting, 2 units  DA R021, Practice Management for the Dental Assistant, 3 units  DA R022, Clinical Dental Experiences, 3 units  DA R023, Ethics and Jurisprudence for the Dental Assistant, 1 unit  DA R024, Dental Assisting Seminar, 2 units  DA R025, Dental Health Education for the Dental Assistant, 2 units</p> <p>Most of the dental courses did not have co-requisites and has now been designed as a lock step program. Students must be enrolled in all of these classes to finish the program. Currently in the process of developing compliance regarding audit standards. Materials were deleted from a few courses (see submission). Materials fees form has been developed and implemented. It was noted that on DA R025, DA R2022 should be DA R2021. There is a typo on DA R025 and 14, 15, 24 should be added.</p> <p>EMT R169, Emergency Medical Technician, 6 units</p> <p>Ms. Davis provided an overview on the history of this course regarding pre-requisites. A non-credit 20-hour clinical component is required in addition to the classroom as the standards have changed.</p>			
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	<p><b>Recommendation:</b> Submit to the Board for approval.</p> <p><b><u>Revised Program</u></b> Biology</p> <p>Required credits for this program have changed from 40 to 29 units. Dr. Endrijonas clarified the justification and pointed out this change is in-line with the Board Goals and Objectives of reducing units required for a completion of 60 units toward a degree.</p> <p><b>Recommendation:</b> Submit to the Board for approval.</p>			
<b>Next Meeting Date:</b>	January 12, 2011 – 1 pm			

**Ventura County Community College District**

**2011-2012 Academic Year  
District Technical Review Workgroup (DTRW)  
Meeting Notes**

**January 12, 2012 - 1:00 p.m. – DAC Lakin Board Room  
APPROVED AT 3.08.12 DTRW MEETING (February meeting cancelled)**

**Present:** Chancellor’s Designee: Dr. Gaither Loewenstein (Consultant)  
Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (MC), Ramiro Sanchez (VC)  
Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC), Teresa Bonham (OC)  
Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
Academic Senate Appointees: Riley Dwyer (MC)  
Associate Student Government:  
Policy and Administrative Procedures: Clare Geisen (DAC)

**Absent:** Peter Sezzi (VC), Robert Cabral (OC), Daniel Chavez (VC)

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Approval of December 8, 2011 Meeting Minutes</b>	Dr. Loewenstein welcomed everyone to DTRW and the meeting commenced at 1:00 pm. The December 08, 2011 meeting notes were reviewed and approved with minor revisions.			
<b>Old Business</b>				
<b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b>	<b><u>VENTURA COLLEGE:</u></b> <b>New:</b> AUTO V48, Smog Check Inspection Procedures KIN V80, First Aid Safety, AED, and CPR			EVP for each college to send items to their



	<p>for the Professional</p> <p><b>Recommendation:</b> Submit to Board for approval.</p> <p><b><u>Revised Courses</u></b> EMT VO1 Emergency Medical Technician, ESRM V04 Soil and Water Science, ESRM V05 Introduction to Plant Taxonomy, ESRM V21 Integrated Pest Management, ESRM V22 Insects and Diseases of Plants</p> <p>There was discussion about EMT VO1 inconsistencies regarding credits across the colleges, however, will be submitted to the Board. Discussion will take place at the college regarding this issue.</p> <p><b>Recommendation:</b> Submit to Board for approval.</p> <p><b><u>New Degrees</u></b> Associate in Arts Degree in Political Science for Transfer Associate in Science Degree in Early Childhood Education for Transfer</p> <p>There was discussion regarding the introductory courses for Political Science. This item will be taken back to the college for review and revisions.</p> <p><b>Recommendation:</b> Submit Associate in Science Degree in Early Childhood Education for Transfer to Board for approval.</p>			<p>President's office for submission to Board.</p>
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	<p>Associate in Arts Degree in Political Science for Transfer will be returned to the college for review and revisions.</p> <p><b><u>Revised A.S. Degree/Certificate of Achievement</u></b>  Associate in Science Degree/Certificate of Achievement – Business Management</p> <p><b>Recommendation:</b>  This item was handled in November 2011, reappeared in December 2011, and will be taken off Ventura College’s submissions.</p> <p><b><u>MOORPARK COLLEGE:</u></b></p> <p><b><u>Revised Degrees/Programs</u></b>  Photography – AS  Photography – Certificate of Achievement</p> <p>There was discussion regarding lab studies PHTC M50 and revision will be made to the title of the course and will be taken back to the college for changes.</p> <p><b>Recommendation:</b>  Photography – AS: Submit to the Board for approval with title change on PHTC M50 (“Studies” will be taken out of the title).</p> <p>Photography – Certificate of Achievement:  Submit to Board for approval.</p> <p><b><u>New Course</u></b>  POLS M06, Introduction to Political Theory</p>			
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	<p>Revisions to the course description were suggested by the DTRW group.</p> <p><b>Recommendation:</b> Submit to Board for approval with revisions to the course description.</p> <p><b><u>OXNARD COLLEGE:</u></b></p> <p><b><u>New Programs</u></b></p> <p>Associate in Arts in English for Transfer Associate in Science in Mathematics for Transfer</p> <p>There was discussion regarding the listing of courses for Associate in Arts in English for Transfer and how they will appear in the catalog and the Transfer Model Curriculum (TMC) requirements.</p> <p>Discussion ensued regarding concern that the Board will not approve Associate in Science in Mathematics for Transfer due to TMC requirements and inconsistencies with 4 year college credits for transfer, which may be against Board goals and objectives.</p> <p><b>Recommendation:</b> Send back to the college for review and resubmit to DTRW.</p>			
<b>Next Meeting Date:</b>	February 9, 2012 – 1 pm			

**Ventura County Community College District**

**2011-2012 Academic Year**

**District Technical Review Workgroup (DTRW)**

**Meeting Notes**

**March 8, 2012 - 1:00 p.m. – DAC Lakin Board Room**

**MEETING NOTES APPROVED AT 4.12.12 DTRW MEETING**

**Present:** Chancellor’s Designee: Erika Endrijonas, Chair, (OC)  
 Co-Chair & Faculty Co-Chair: Mary Rees (MC)  
 Executive Vice Presidents: Erika Endrijonas (OC), Lori Bennett (representing EVP, MC), Ramiro Sanchez (VC)  
 Faculty Co-Chairs of Curriculum Committees: Mark Pauley (VC), Teresa Bonham (OC)  
 Articulation Officers: Shannon Davis (OC), Letrisha Mai (MC), Gloria Arevalo (VC)  
 Academic Senate Appointees: Riley Dwyer (MC), Robert Cabral (OC), Peter Sezzi (VC)  
 Associate Student Government: Daniel Chavez (VC)  
 Policy and Administrative Procedures: Clare Geisen (DAC)  
 Guest: Lisa Anderson, Math Professor (VC)

**Absent:** All present

**Recorder:** Laurie Nelson-Nusser

**Notes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Approval of January 12, 2011 Meeting Minutes</b>	<p>Dr. Endrijonas welcomed everyone to DTRW and the meeting commenced at 1:00 pm. The January 12, 2012 meeting notes were reviewed and approved with a request to capitalize the course names and add full class description into the minutes.</p> <p>Also, there was a request for a correction regarding status for Oxnard College’s math submission stating it needed to come back to DTRW for review, which it did not need to return, and was clarified by Dr. Endrijonas.</p>			

<b>Review of Committee Charge</b>	A recommendation was made to remove “the fourth Thursday” as the meetings dates and times can be found on the District Committee website. Add the URL address to the document. Take out “suggested” for membership. Page 3, page 25 of handbook – take out first bullet as it is not necessary any longer.			
<b>Review of Annual Committee Evaluation</b>	Tabled to next meeting. The survey should be tailored to the committee. Come back with comments specific to this committee. (Since the last meeting, this item has been resolved.)			
<b>College Submissions</b>				
<b>New Degree/Course/Revised Courses Moorpark/Oxnard/Ventura Submissions</b>	<p><b><u>VENTURA COLLEGE:</u></b></p> <p><b>New Courses:</b>  ESRM V41, Environmental Ecology, 3 Units – pulled and will come back at a later time per Mark Pauley.</p> <p>KIN V71A, Survey of Integrative Mind/Body Exercise, 1.5 Units – this is a survey class, however, is still written as an activity course and will be pulled to return to Curriculum Committee.</p> <p>MATH V13A, Intermediate Algebra: First Half, 3 Units – Board objection is possible as credits will end up as 6. This item was pulled and will return to Curriculum Committee.</p> <p>MATH V13B, Intermediate Algebra: Second Half, 3 Units – pulled and return to Curriculum Committee.</p> <p><b>Recommendation:</b>  All items were pulled and will return to Ventura’s Curriculum Committee for further review.</p>			EVP for each college to send items to their President’s office for submission to Board.

	<p><b>New Degrees:</b>  Associate in Arts Degree in Art History for Transfer – total units for the Major will change from 3 to 3-4  Associate in Arts Degree in History for Transfer – Total units 18-21 – “21” will be deleted – total units will be 18  Associate in Arts Degree in Studio Arts for Transfer – no changes  Associate in Arts Degree in Theatre Arts for Transfer – no changes  Associate in Science Degree in Administration of Justice – no changes</p> <p><b>Recommendation:</b>  All items will move forward to Chancellor’s Cabinet.</p> <p><b><u>MOORPARK COLLEGE:</u></b></p> <p><b>Revised Degrees/Programs (bolded areas left on from submission):</b>  Associate in Arts Degree in Film Television Media – pulled  Associate <b>in Arts</b> Degree in <b>Theatre Arts</b>: Acting. There was a significant change in units of the program (reduction).  Certificate of Achievement in <b>Theatre Arts</b>: Acting. There was a significant change in units of the program (reduction).  Associate <b>in Arts</b> Degree in Technical Theatre. There was a significant change in units of the program (reduction).  Certificate of Achievement in Technical Theatre There was a significant change in units of the program (reduction).  <b>Associate in Science</b> Degree in <b>CNSE</b>: Computer Network Systems Engineering. Updating of the course within industry.</p>			
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	<p>Certificate of Achievement in <b>CNSE</b>: Windows Engineering – updating of the course within industry.</p> <p>Certificate of Achievement in Child Development Associate Teacher <del>Permit/Certificate of Achievement</del>, qualifies for low unit certificate – no changes</p> <p><b>Recommendation:</b> All items will move forward to Chancellor's Cabinet.</p> <p><b>New Degrees/Programs:</b> Associate in Arts Degree in Theatre Arts for Transfer (AA-T) – revision was made under item 3 – grade of C “or P” will be <u>added</u> - the title of the degree will also be changed to be consistent with all others.</p> <p>Associate in Science Degree in Child Development/Early Childhood Education for Transfer (AS-T) – no changes</p> <p>Certificate of Achievement in CNSE: Technical Support Specialist – Board must approve before it goes to the Region. Need to research for amount of units as it may go into another category. Mary Rees will follow up.</p> <p>Associate in Science Degree in Geology for Transfer (AS-T), Riley Dwyer recommended this item be pulled.</p> <p>Associate in Arts Degree in Journalism for Transfer (AA-T), if approved as normal TMC by the State, it will go to the Board, but if not, it will be returned, however, the math units are at 5 units and may not be consistent with the Board Goals and Objectives.</p> <p><b>Recommendation:</b> See individual items.</p> <p><b>Deleted Degrees/Programs:</b> Computer Network Systems – Certificate of</p>			
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	<p>Achievement  Social Science – AS  Behavioral Science – AA  International and Intercultural Studies – AA  <b>Recommendation:</b>  All items will go forward to Chancellor’s Cabinet.</p> <p><b>Revised Courses:</b>  BOT M06, Plants and Society, <del>34</del> units – combining courses for a total of 4 units.  DANC M55, Dance Rehearsal and Performance, 0.5 – 2 units  MM M20, Web Design, 3 units  MM M30, Motion Graphics, 3 units  MM M50, Interactive Design, 3 units  MM M70, Introduction to Game Design, 3 units  MM M75, Game Prototyping, 3 units, spell out “UI” – user interface – change will be made and sent forward.  <b>Recommendation:</b>  All items will go forward to Chancellor’s Cabinet.</p> <p><b><u>OXNARD COLLEGE:</u></b></p> <p><b>New Course:</b>  HED R110, Introduction to Kinesiology, 3 Units, correction to title page of course: HED R110 (is stated as HED R10) Add transfer credit: CSU</p> <p><b>Recommendation:</b>  Item will go forward to Chancellor’s Cabinet.</p>			
<b>New Business</b>				
<b>AP 4025 Philosophy and Criteria for Associate Degree and General Education (Shannon Davis)</b>	AP 4025 – Ms. Davis stated this item was approved by this body last year, however, never went to Chancellor’s Cabinet. The administrative procedure still requires minor changes, therefore, it will be revised. Ms. Davis added language on the last page (items in bold are changes made by Ms. Davis). Title 5 Legal	Make minor changes to AP 4025 and return to DTRW in April.	April 12	Ms. Davis



<p><b>Math Competency</b>  <b>Lisa Anderson, Math Professor,</b>  <b>Ventura College, guest</b></p> <p><b>Testing for Prerequisite</b></p>	<p>Section 66745 will be added and returned to DTRW for April.</p> <p>It was agreed all new versions of BPs and APs will have a history footer indicating dates/versions of the councils/committees they have been through to ensure the correct drafts are being presented.</p> <p>Math competency  Discussion ensued regarding the approving entity and it was agreed the recommendation of DTRW is to replace “approved by the mathematics department” with “approved by the campus Curriculum Committee.” “Enforced” will not be underlined. Ms. Anderson will take back to the Curriculum Committee for further review.</p> <p>Dr. Endrijonas provided an update regarding whether the Entry Level Mathematics (ELM) test can be taken to satisfy a prerequisite, which cannot be done. The State Academic Senate is working on this at the state level to correct this issue and the break in the process. (Under FAQ in the State’s Academic Senate website.)</p>	<p>Review with Curriculum Committee</p>	<p>April 12</p>	<p>Ms. Anderson</p>
<p><b>Next Meeting Date:</b></p>	<p>April 12, 2012 – 1 pm</p>			

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**November 17, 2011**

**Present:** Michael Arnoldus, Susan Bricker, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi  
**Absent:** Dan Casey, Jay Wysard  
**Recorder:** Jennifer Holst

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Meeting Opened</b>	The meeting commenced at 10:38 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sanchez, seconded by Ms. Ewins, the minutes from the October 27, 2011, DCHR meeting were approved by all, without revision. Dr. Endrijonas and Ms. Bricker abstained due to absence.			
<b>Faculty Service Area (FSA) Procedure</b>	The committee discussed the Faculty Service Area (FSA) Procedure.			
<b>AP 7120-B Recruitment and Hiring: Full-Time Faculty</b> <ul style="list-style-type: none"> <li>• <b>Letters of Recommendation</b></li> </ul>	The Academic Senate Presidents will discuss attachment of letters of recommendation to applications with their respective Senates and will return their recommendations to the December 2011 DCHR meeting.	Discuss letters of recommendation with the Academic Senates	Next DCHR meeting.	Mr. Cabral Ms. Dwyer Mr. Sezzi
	Mr. Arnoldus will re-draft the Selection Committee Guidelines to add that the committee members disregard letters of recommendation that may be attached to the application packets.	Re-Draft Selection Committee Guidelines.	Next DCHR meeting.	Mr. Arnoldus
	Mr. Arnoldus will research the application system to determine attachments can be controlled.	Research application attachment control.	Next DCHR meeting.	Mr. Arnoldus
<b>MQ/Banner Project</b>	In Mr. Wysard's absence, Ms. Parham gave an update on the MQ/Banner Project status.	Provide update.	Next DCHR meeting.	Mr. Wysard

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Districtwide Equivalency Committee Deadlines</b>	After discussion, it was determined that Mr. Arnoldus should address any problematic delays in the Districtwide Equivalency process to the appropriate Academic Senate President.			
<b>Communication Issues</b>	<p>The difference in roles between the HROC committee and DCHR were discussed.</p> <p>A concern was expressed that no EVP, HR or instructional input is given in the DOC meetings.</p>	Share the concern about DOC meetings with the Vice Chancellor, Business and Administrative Services.		Ms. Parham
<b>Open Discussion</b>	<p>The colleges are awaiting the Instructional Calendar for 2012-2013. Ms. Parham stated that the proposed Instructional Calendar will go before the Board of Trustees in December.</p> <p>Mr. Cabral is developing a survey concerning professional development. Moorpark College has an example.</p> <p>Mr. Sezzi inquired on a date for the Sabbatical Leaves Committee. Ms. Parham will ask Mr. Wysard to respond.</p>	Provide a date for the Sabbatical Leaves Committee.	Next DCHR meeting.	Mr. Wysard
<b>Next Meeting</b>	The meeting ended at 11:57 a.m. The next DCHR meeting will take place on December 15, 2011, at 10:30 a.m.			

These Minutes were approved at the DCHR Meeting on December 15, 2011.

**Ventura County Community College District  
District Council on Human Resources (DCHR)  
 December 15, 2011**

**Present:** Michael Arnoldus, Robert Cabral, Riley Dwyer, Dr. Erika Endrijonas, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Dan Casey, Susan Bricker  
**Recorder:** Jennifer Holst

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Meeting Opened</b>	The meeting commenced at 10:34 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sezzi, seconded by Mr. Arnoldus, all in attendance approved the November 17, 2011, DCHR meeting minutes, without changes.			
<b>AP 7120-B Recruitment and Hiring: Full-Time Faculty</b> <ul style="list-style-type: none"> <li>• <b>Letters of Recommendation</b></li> </ul>	<p>The Academic Senate Presidents reported on their discussions concerning attachment of letters of recommendation to applications with their respective Senates. Mr. Hayashi also reported on his discussions with AFT concerning letters of recommendation.</p> <p>After a group discussion, Mr. Sezzi moved to delete letters of recommendation as part of the application packet, not to accept them for faculty recruitments for fall 2012, and that the inclusion of letters of recommendation be reconsidered at the last DCHR meeting in the spring of 2012. Mr. Hayashi seconded the motion. Mr. Cabral voted against the motion. Mr. Arnoldus voted in favor of the motion, with no abstentions.</p>	Review Letters of Recommendation Issue at the May DCHR meeting. Ms. Parham to place on May DCHR agenda.	May DCHR meeting.	Ms. Parham

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Equivalency Work Flow</b>	Mr. Arnoldus gave a report on the status of the Equivalency Work Flow project.			
<b>MQ/Banner Project</b>	Mr. Wysard gave a report on the MQ/Banner Project status.	Provide report and update.	Next DCHR meeting.	Mr. Wysard
<b>AP 7120-A Recruitment and Hiring: Managers</b>	The group discussed the make-up of and number on the hiring committees for managers, and including an open forum for the EVP search. The group asked Ms. Parham to discuss the issue in the Chancellor's Cabinet.	Discuss in Chancellor's Cabinet.		Ms. Parham
<b>Communication Issues</b>	There was insufficient time to discuss communication issues.			
<b>Open Discussion</b>	There was insufficient time for open discussion.			
<b>Next Meeting</b>	The meeting ended at 12:11 p.m. The next DCHR meeting will take place on January 26, 2012, at 10:00 a.m. (Subsequently, the January 26, 2012 meeting was cancelled.) The next DCHR meeting will go forward on February 23, 2012, at 10:30 a.m.			

These Minutes were approved at the DCHR Meeting on February 23, 2012.

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**February 23, 2012**

**Present:** Michael Arnoldus, Riley Dwyer, Dr. Erika Endrijonas, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Susan Bricker, Robert Cabral, Dan Casey, Patricia Ewins  
**Recorder:** Jennifer Holst

**Minutes:**

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Meeting Opened</b>	The meeting commenced at 10:38 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sanchez, seconded by Dr. Endrijonas, all in attendance approved the November 17, 2011, DCHR meeting minutes, without changes. There were no abstentions.			
<b>Review of DCHR Committee Charge and Composition</b>	The committee reviewed and revised the Committee Charge and Composition from the Participatory Governance Handbook.			
<b>Review of Participatory Governance Committee Self-Appraisal</b>	The committee reviewed and revised the Participatory Governance Committee Self-Appraisal. This will be reviewed at the March 2, 2012, Consultation Council.			
<b>Annual Review of Disciplines Unique to a College</b>	The committee reviewed and revised the list of Disciplines Unique to a College.	Make changes and bring back for final review at next DCHR Meeting.  Ms. Dwyer to check on Personal Training and Kinesiology.	Next DCHR Meeting	Ms. Parham  Ms. Dwyer

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Equivalency Work Flow</b>	Mr. Arnoldus presented an update on the status of the Equivalency Work Flow project.	Demonstration of the electronic Declaration of Equivalency Form at the next DCHR meeting.	Next DCHR Meeting	Mr. Arnoldus
<b>MQ/Banner Project</b>	Mr. Wysard gave a status report on the MQ/Banner Project.	Discuss this process with the Deans at the next HR visits to the colleges. Let them know this is responsive to a Commission Concern and not a new "HR rule."	March 2012	Mr. Wysard Ms. Parham
<b>AP 7120-A Recruitment and Hiring: Managers</b>	Ms. Parham brought the proposal to have more members on the hiring committee for the EVP search at Moorpark College to the Chancellor's Cabinet. The Chancellor's Cabinet did not want to change the procedure for only one recruitment. Discuss changing the policy for hiring committees on all recruitments at the next DCHR meeting.	Distribute the language from the December 2011 DCHR meeting regarding adding members to the hiring committee and discuss at next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Guidelines for interview Panel Members</b>	There was insufficient time to discuss this item.	Add to agenda for next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Communication Issues</b>	There was insufficient time to discuss communication issues.			
<b>Open Discussion</b>	There was insufficient time for open discussion.			
<b>Next Meeting</b>	The meeting ended at 12:20 p.m. The next DCHR meeting will take place on March 22, 2012, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on March 22, 2012.

**Ventura County Community College District**  
**District Council on Human Resources (DCHR)**  
**March 22, 2012**

**Present:** Michael Arnoldus, Riley Dwyer, Patricia Ewins, Alan Hayashi, Patricia Parham, Ramiro Sanchez, Peter Sezzi, Jay Wysard  
**Absent:** Susan Bricker, Robert Cabral, Dan Casey, Dr. Erika Endrijonas  
**Recorder:** Jennifer Holst

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
<b>Meeting Opened</b>	The meeting commenced at 10:06 a.m.			
<b>Approval of Minutes</b>	Upon motion by Mr. Sezzi, seconded by Ms. Dwyer, all in attendance approved the February 23, 2012, DCHR meeting minutes, without changes. Ms. Ewins abstained.	Post approved minutes on the DCHR page of the District website.	As soon as possible.	Ms. Holst
<b>Annual Review of Disciplines Unique to a College</b>	The committee approved the revised list of Disciplines Unique to a College. This revised list is an attachment to AP 7211 Minimum Qualifications and Equivalencies and will now move to the Policy Committee. DCHR should review the list again in one year.	Review again in one year.	March 2013 DCHR Meeting.	Ms. Parham
<b>Review of Participatory Governance Committee Self-Appraisal</b>	The committee reviewed the Participatory Governance Committee Self-Appraisal survey and would like clarification on whether this survey is to be used for campus committees and districtwide committees.	Ms. Parham will ask that this be discussed at the next Consultation Council.	Next Consultation Council	Ms. Parham
<b>AP 7120-A Recruitment and Hiring: Managers</b>	The committee discussed proposed changes to the hiring committee for all managerial hires.  The committee would like to review the section concerning hiring a DAC manager of AP 7120-A in a few months.	Discuss proposed revisions in Chancellor's Cabinet.  Review again in a few months.	Next Chancellor's Cabinet.  Agendize for future DCHR meeting.	Ms. Parham  Ms. Parham



Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Demonstration of Electronic Declaration of Equivalency Form</b>	Mr. Arnoldus demonstrated the electronic Declaration of Equivalency form. The committee saw no benefit to this form. The committee discussed consolidating this into one work flow process. Mr. Arnoldus will reinvent this idea and present it again at a future DCHR meeting	Recreate the electronic Declaration of Equivalency process.	Future DCHR Meeting	Mr. Arnoldus
<b>Guidelines for Interview Panel Members</b>	This item was accidentally skipped over on the agenda. Place on the agenda for next meeting.	Add to agenda for next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Equivalency Criteria for Disciplines in which a Master's Degree is Not Required</b>	The committee discussed adding an option on the Declaration of Equivalency Form for an anticipated degree for disciplines that do not require a master's degree. Revise the Equivalency Form and Board Policy and bring back to the next DCHR meeting.	Revise the form and the Board Policy on minimum qualifications and equivalency.	Next DCHR meeting.	Mr. Arnoldus
<b>New Statewide Minimum Qualifications and the Impact Thereon within the VCCCD</b>	The committee discussed the ramifications of the new statewide minimum qualifications for art and art history. Mr. Sezzi will discuss this issue with his Academic Senate and appropriate/affected faculty.	Discuss again at the next DCHR meeting.	Next DCHR meeting.	Ms. Parham
<b>Availability of HR Lists</b>	Mr. Sezzi asked if the longevity lists are public or confidential. Ms. Parham explained that some lists are public and some are not. Ms. Parham answered the question about what she considers to be a public document based on the Public Records Act (PRA). Ms. Parham said she considers the longevity lists to be public records. Individual questions about these lists should first be addressed at the college. Mr. Sezzi also inquired about FSAs. Ms. Parham responded that she does not consider FSA information to be a public record as it is part of the personnel file. Mr. Sezzi also asked			

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
	about seniority lists. Ms. Parham believes that seniority lists are also protected documents that do not fall under the PRA but she is not certain.			
<b>Hiring Process Feedback</b>	The committee discussed a request from one college to another to review an equivalency decision. Ms. Dwyer prefers that the request come through Human Resources.			
<b>Communication Issues</b>	There was insufficient time to discuss communication issues.			
<b>Open Discussion</b>	There was insufficient time for open discussion.			
<b>Next Meeting</b>	The meeting ended at 12:30 p.m. The next DCHR meeting will take place on April 26, 2012, at 10:00 a.m.			

These Minutes were approved at the DCHR Meeting on April 26, 2012.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, November 17, 2011

NOTES

Attendees: John al-Amin, Blanca Barrios Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Sue Johnson, David Keebler, Deborah LaTeer, Mary Anne McNeil, Peter Sezzi

Absent: Iris Ingram, Darlene Melby

The meeting began at approximately 8:35 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the September 15, 2011 meeting were approved by consensus.

**DISTRICTWIDE BUDGET FORUMS (NOVEMBER 14/15, 2011)**

Ms. Johnson briefly discussed the Districtwide Budget Forums that were held at each campus on November 14 & 15. The presentations are available on *MyVCCCD* and on each college's website. Riley Dwyer expressed her gratitude to management for their informative visit and time on campus. Sue mentioned that the last page of the presentation was added to the slide-show for November 15<sup>th</sup>. It indicates the assumed reduction amount for each site.

**\$11 MILLION SITE REDUCTIONS**

Ms. Johnson clarified the reduction amounts stating that it is NOT a shortfall distribution, but rather a distribution of the estimated FY13 revenue through the approved Model. There are, however, assumptions included in that simulation and some of the same numbers used in the FY12 budget are used in this simulation. The FY13 simulation compares before carry-over revenue for FY12 to before carry-over revenue for FY13. The difference is the projected shortfall amount.

Sue explained the importance of not looking at a single year budget. It's crucial to evaluate multiple years. Sue reminded the group that actual FTES numbers are used in the subsequent year's budget allocation. For example, FY11 actual FTES was used in FY12 budget development.

Each college is developing plans to deal with the projected FY13 budget shortfall of \$11 million. Part of the college plans include a reduction in the class schedule to reduce the amount of unfunded FTES and to meet the projected decreased budget. Sue addressed comments about the perceived disproportionate amount of cuts at some campuses. The current goal is to reduce unfunded FTES for FY13 by 2,500. The proposed distribution is approximately 250 at Oxnard College; 650 at Ventura College; and 1,700 at Moorpark College. These reductions are significantly different from what one might expect in a proportional distribution. Sue again stressed the importance of looking at multiple years for budget planning and when and how the District reached their significant level of unfunded FTES. The disproportionate effects of the FY13 FTES reduction will impact FY14 revenue distribution.

Because of the significant reduction of FTES at Moorpark College, they must plan and prepare. Sue explained that through the mechanics of the model, money moves back and forth from year to year, that's how the Model works. She further explained that over the life of the Model, on average, not

one college has been hurt more or less than another college. There are numerous protections for a small college in the model.

Riley expressed frustration over hearing that Moorpark is benefiting through the reduction of FTES. Moorpark is aware that a significant reduction in allocation will come in FY14.

Robert Cabral asked whether or not there would be a "floor" for FTES. Sue responded, "No." Sue explained that we must be careful when we reduce FTES because it could cause us to spiral and that we are monitoring that carefully.

The change in FTES affects all colleges. If one number changes, it changes everything else. It's a "trickle down" effect. For example, going from a medium to small collage affects everyone, not just Ventura.

Sue again offered to go out to the colleges and explain the Model to the various campus constituents.

Alan Hayashi asked for clarification on how the recommendation to reduce 2,500 unfunded FTES was derived. Sue referred Alan to page 9 of the Districtwide Budget Forum presentation. Briefly, because prior year's revenue reductions came in the form of workload reductions, our FTES cap was reduced, which resulted in a greater number of unfunded FTES. Cabinet made the decision.

### **LAO FISCAL OUTLOOK REPORT**

Sue distributed the Legislative Analyst's Office's 2012-13 Budget: California's Fiscal Outlook dated November 2011. The LAO projects a \$3.7 billion shortfall for the current year. That would result in the \$2 billion triggers being pulled. The LAO is projecting the FY13 deficit to be \$13 billion. Sue explained that the District's current projections of an \$11 million shortfall was based on a previous LAO projection of \$8 billion. In summary, the District's shortfall could be worse.

The LAO is expecting the "triggers" in December to be pulled and we may have a budget in January in time for the January meeting.

### **STRUCTURAL DEFICIT FUNDING MODEL REVISED**

Ms. Johnson briefly talked about the revised Structural Deficit Funding Model that Iris and Riley worked on. There were no comments in general, but some hadn't had the opportunity to thoroughly review it. Peter said that Ventura College Academic Senate had approved the initial draft.

There was a brief discussion about timing and submission to the Board. It was the consensus of the group to take the final document to the Board with the FY13 Budget Assumptions in March/April.

Sue agreed to continue work on the document by blending the two documents together. This will return to DCAS in either December or January. Peter offered to be in attendance at the Audit and Budget meeting where the Model would be presented.

### **OTHER**

There was a question regarding the District's Full-Time Obligation Number (FON/FTO). Sue said this item will be discussed at the next DCAS meeting.

### **NEXT MEETING**

Thursday, December 15, 2011 – 8:30 a.m.  
Meeting was adjourned at approximately 10:10 a.m.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, December 15, 2011

**NOTES**

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, David Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Blanca Barrios

The meeting began at approximately 8:35 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the November 17, 2011 meeting were approved by consensus.

**FY13 BUDGET DEVELOPMENT - INSTRUCTIONAL**

Ms. Johnson commented that during the last DCAS meeting, there was a discussion regarding how the District's plan to decrease unfunded FTES was determined. Sue, again, asked if everyone had a clear understanding and whether further clarification was required.

Riley asked whether the decision was rooted in academic or business. Sue explained that the colleges were given a target. It was up to the individual college to determine how they would meet that target. Sue explained that unfunded FTES was a part of the discussion and the fact that over the past several years unfunded has been built-up disproportionately between the colleges i.e. some colleges grew when funded FTES did not or did not decrease as much as the overall decrease to the district. Cabinet looked at each college individually. It makes financial sense, for the district, to keep Ventura as a medium sized college. The additional revenue generated as a medium sized college benefits all colleges, not only Ventura. Cabinet did not discuss program mix as a part of the FTES decision. Robert Cabral commented that whether we like it or not, that's the beauty of autonomy at the colleges. The question was posed as to what should be the level of unfunded FTES.

Peter suggested that a forensic audit of reserves be presented to the Board. How reserves are funded and that there will likely be no money added to reserves in the near future. Peter reiterated that reserves should not be used for ongoing expenditures. They are one-time money.

**STRUCTURAL DEFICIT FUNDING MODEL – STATUS**

Sue explained that she is still working on a draft of the Structural Deficit Funding Model document and hopes to return it at the January or February meeting.

**DCAS CHARGE**

An excerpt of the Participatory Governance Handbook related to DCAS was distributed. There was a discussion about DCAS's charge and all agreed to leave the language as is. Sue explained that the charge can be reevaluated for change at any time. There was also a brief discussion regarding classified representatives on DCAS. Sue explained that SEIU appoints all classified representatives.

### **ANNUAL REVIEW OF ALLOCATION MODEL**

The current Allocation Model was distributed and briefly discussed. The most recent changes to the Allocation Model were reviewed. Sue asked that all members review the Model for discussion at the January meeting.

### **OTHER**

Peter brought up a discussion regarding the current student drop process. He understand the process in theory, but feels the problem is when students move from the waitlist into a class. He asked for an increase in time from 48 hours to 72 hours. For summer (and onward), he is asking for a one-week window between the time a student moves from the waitlist into a class to pay before being dropped. Sue explained that Banner baseline has modified how students move from waitlists to classes and that if/when the District implements that process there will not be a need to address the payment period as they will be treated as regular students once they move to an available class seat. As this item does not fall under the purview of DCAS, Sue agreed to bring Peter's proposal to DOC. She cautioned that if it is considered, it would be for early registration only, but not a week prior to classes beginning.

### **NEXT MEETING**

Thursday, January 19, 2012 – 8:30 a.m.

Meeting was adjourned at approximately 10:20 a.m.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, January 19, 2012

**NOTES**

Attendees: John al-Amin, Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, David Keebler, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Blanca Barrios, Deborah LaTeer

The meeting began at approximately 8:35 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the December 15, 2011 meeting were approved by consensus.

**GOVERNOR'S INITIAL BUDGET PROPOSAL – FY13**

Sue distributed a copy of the presentation given to the Board of Trustees on January 17, 2012. The Governor's initial proposal for the FY13 budget assumes full passage of proposed tax initiatives, which will be voted on in November. The proposal does not include any additional student fee increases, other than the already approved increase for summer 2012 (from \$36/unit to \$46/unit). Sue explained VCCCD's current shortfall for FY13. This scenario holds true only if revenue is flat (no increase / no decrease). Sue illustrated the proposed use of reserves.

FY12 - Adoption Budget (deficit)	(\$600,000)
FY12 - December 11, 2011 triggers	<u>(\$2,400,000)</u>
FY12 - Total Shortfall (going into FY13)	(\$3,000,000)
FY12 Estimated Enrollment Fee Shortfall (one-time) (exact number won't be known for week or two) P1	<u>(\$2,300,000)</u>
Total Use of Reserves for FY12 (projected)	(\$5,300,000)

Enrollment is down significantly for spring semester. As a result, the unfunded FTES is projected to be as low as 1,500 as opposed to the previously projected 2,400. Sue stated that 2% was a reasonable target for unfunded FTES (approximately 500).

There was a discussion regarding enrollment management and how it will drive the budget. Scenarios were discussed . . . . do we add sections and then remove them or do we build the schedule and then add them as necessary. Sue used the analogy of a "boxcar strategy" for enrollment management.

Alan Hayashi suggested that an early plan for reduction amounts makes it easier to plan and anticipate future reductions with more time. Sue agreed that that was so, however, because of the use of the reserves it may have provided a false sense of security as employees may not realize the severity of the reductions.

Sue recapped the proposed budget deficit for FY13 and how we got there. She explained that the shortfall could be anywhere from \$6 million to \$12.2 million, depending on passage/failure of the Governor’s proposed tax initiatives.

**Assuming full passage of tax increases**

Revenue is flat (no increase, no decrease)	(\$3,000,000)
FY12 deficit (FY12 budgeted expenditures exceed current budgeted revenue – Adoption Budget deficit and mid-year triggers)	
Increased costs (inflationary) H&W, PERS/STRS, Unemployment, etc.	(\$3,000,000)
Total FY13 projected shortfall	(\$6,000,000)

**Assuming failure of tax increases (additional)**

Mid-year trigger cuts	(\$6,200,000)
Total potential FY13 shortfall	(\$12,200,000)

Dave Keebler suggested that the District assume the failure of the proposed initiatives and work with a proposed \$8 million deficit for FY13 and an \$8 million deficit for FY14.

Robert Cabral suggested that we stop “punting”. He said must deal with these issues is something that should have been dealt with some time ago.

**FTES**

The FTES Comparison schedule dated January 17, 2012 was distributed and discussed. Overall, there has been an approximately 5% projected reduction in FTES from last year. Sue caution the group this number could change slightly (±100) due to Ventura College’s positive attendance.

**FON**

The FON (Full-time Obligation Number) schedule dated January 3, 2012 was distributed. Sue reminded the group the reporting cycle is October 1 to September 30, not a budget or academic year.

**ANNUAL REVIEW OF ALLOCATION MODEL**

This item was brought back from the December meeting. Sue reminded the group that if the Structural Deficit Funding Model plan is approved by the Board this will change the revenue stream and the Model will change accordingly. Sue ask if there was any recommendations to modify the model. There was a brief recommendation regarding the DAC allocation. There was also a brief discussion regarding the 1% carry-over amount that is included in the Model. In the past, the 2% carry-over has been an exception approved through the Budget Assumptions. The carry-over percent for FY13 will be discussed at the February DCAS meeting.

Asked again whether they were recommendations for changes; all agreed was model was appropriate and no changes should be made at this time.



**OTHER**

None

**NEXT MEETING**

Thursday, February 16, 2012 – 8:30 a.m.

*\*An additional DCAS meeting was scheduled for February 23, 2012 at 8:30 a.m. (before DCHR) to finalize Budget Assumptions and Structural Deficit Funding Model (if necessary). That date will be confirmed at the Feb 16 meeting.*

Meeting was adjourned at approximately 11:15 a.m.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, February 16, 2012

**NOTES**

Attendees: Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Iris Ingram, Sue Johnson, Tom Kimberling, David Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Blanca Barrios

The meeting began at approximately 8:38 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the January 19, 2012 meeting were approved by consensus.

**FY13 BUDGET PROJECTIONS**

Sue distributed a copy (attached) of the presentation given to the Board of Trustees on February 14, 2012 (which was also placed on the website). Sue recapped the projected budget deficit for FY13 and how we got there. She explained that the shortfall could be anywhere from \$6 million to \$12.2 million, depending on passage/failure of the Governor's proposed tax initiatives. This range may also change with additional information from the State throughout the budget development cycle.

Sue provided details about the FY13 budget development projections with two scenarios: tax increase passage and failure. If the FY13 budget is built assuming passage and the tax increase fails, a projected \$6.2 million in reserves would be used. Sue further explained the current level of reserves is projected to be \$18.7 million (with the initial P1 reduction to revenue) and that the state required minimum of 5% is a part of that total.

Sue explained that after the Board's Study Session on February 14, 2012, the Board offered general direction that staff should work with an assumed budget shortfall of \$8 million for FY13 budget development.

There was also discussion regarding the District's unfunded FTES. If the tax increases fail, the shortfall will, most likely, come in the form of a workload reduction, which will reduce the District's funded FTES cap, which will, in turn, increase the number of unfunded FTES. There are approximately 1,400 unfunded FTES tied to the \$6.2 million trigger if that were to occur. The Fall 2012 class schedule will be built assuming the tax increases will not pass. Alan Hayashi stated that by setting a projected shortfall amount early, it gives the colleges a target for planning. A subsequent discussion of enrollment management ensued. Riley Dwyer expressed concern about the lack of a vital District position - Vice Chancellor of Academic Affairs. She stated this deficiency has contributed to some of the enrollment management and accreditation issues and, in a way, we are sinking our own ship.

As part of the FY13 budget presentation, Sue gave an explanation of the auxiliary services (bookstore and food services) and how both operations have seen significant declines/loses over the past several years. Sue stated that the District will continue to maintain full bookstores; however, there will

be changes. For instance, we are moving away from online sales, as they are more staff dependent than initially anticipated. The cafeteria operations have suffered losses (sometimes significant) over the past several years. There was a question regarding the hiring of ISSI (management consultant for the cafeterias). Iris stated that by engaging ISSI it did delay closing the cafeteria. Because food service management is significantly different than outsourcing, which most community colleges are able to do, we do not have the ability to competitively compete. Although the food operations are desired by many, they are not core to our missions and we are left with a choice of subsidizing food operations or supporting instruction and other student services. The cafeteria closures will be recommended at the March board meeting. We will expand our vending operations and plan to retain the same space for students to gather and socialize.

There was a question regarding the status of the child development centers. Sue responded that staffing patterns will continue to be modified in order to break-even.

### **FY13 BUDGET ASSUMPTIONS**

A draft copy of the FY13 Budget Assumptions was distributed. The document was previously emailed to DCAS members in an effort to provide ample time for review. Sue reminded the group that numbers and percentages (as evidenced by yellow highlighting) are presented only as a means of following the methodology. She indicated she felt the flow of information would be difficult to follow with an X or left blank. The purpose of this meeting was to finalize those numbers and philosophy to be recommended to the Board for adoption.

Riley Dwyer suggested that language be added under the Enrollment Management section regarding the unfunded FTES and the 500 target number being used as a safety net to avoid falling below the District's funded cap.

There was a discussion regarding the carryover amount. The general Allocation Model specifies a 1% carryover amount and exceptions to that amount have been made through the Budget Assumptions for the past few years. Without an exception this year, it would automatically revert back to 1%. Sue noted, however, that if the amount reverts back to 1%, it would mean the budget reduction amount would be greater by an additional 1%, which is approximately \$1.15 million, which the colleges have not yet planned for, but could.

There was discussion regarding an appropriate time to revert back to the 1% and that is when we are stable and receive more resources. Dominga Chavez expressed a concern about the carryover amount and the fact that it appeared that discussions had already taken place regarding a 2% amount. In essence, it was a done deal. Sue responded by reiterating her message earlier that numbers were merely put in the document for ease in following the methodology. She reiterated that no decisions have been made by any group and that DCAS's recommendation would be forwarded to the Board through the Budget Assumptions. Riley stated that she supports the 2% because MC is already taking the brunt of their hit through the reduction in FTES and cannot afford an additional hit. Alan Hayashi, AFT rep, expressed some concern over the 2% and would support it only with great reservations. Peter Sezzi stated he supported the 2% carryover amount, but suggested maybe a step-down approach in future years (1.75% or 1.5%). Sue concurred that that approach made sense and could be done with additional resources. Sue expressed a slight concern over the 2% carryover amount because it is intended for one-time expenses and it is obvious that we are now using it to mitigate the reductions in on-going costs. There was no agreement to a specific step-down approach.

There was unanimous agreement that DCAS would recommend that the FY13 Budget Assumptions be presented to the Board for approval including the \$8 million shortfall, partially protecting against failure of the tax initiatives, and a carryover amount of 2%.

### **INFRASTRUCTURE FUNDING MODEL**

Riley suggested that we move the document along as all are in agreement with the concept of the Model. It will be presented in conceptual, addressing District needs for total cost of ownership.

Peter stated that although we are removing inflow streams from reserves, those amounts wouldn't be enough to mitigate significant reductions at the campus level.

It was suggested that language be included regarding the District Administrative Center being held harmless against reductions as revenue is taken from the general Allocation Model, as they would not be participating in the new Infrastructure Funding Model.

Alan also questioned why we would adopt the Model now when we are deferring for a number of years. Sue stated it was never suggested that we defer the implementation for number of years, but instead that if adopted the Board could approve Year 1 and the concept and then the transition years would become part of the annual Budget Assumptions. Rate of funding can be decelerated if DCAS or the Board deems it appropriate.

DCAS will be responsible for reviewing the Infrastructure Funding Model annually as it does with the general Allocation Model and other key functions.

All members recommended moving the Model forward to the Board for approval. Although Alan Hayashi (AFT rep) supported the Model be forwarded for approval, he requested that the record state he has reservations about the timing, especially when colleges are having a difficult time balancing budget and there is no additional incoming revenue.

DCAS supported having Peter Sezzi co-present the Model at the Audit and Budget Committee meeting February 23 and at the March Board meeting.

### **PARTICIPATORY GOVERNANCE MANUAL – FUNCTIONAL MAPPING**

Sue explained that although the entire Participatory Governance Handbook is under review at Consultation Council, it was her intent to bring business-related sections to DCAS for review and input; although most do not fall under the charge for DCAS. The applicable parts have been edited for misstatements. However, the overall format is likely to change and we will bring the document back as it is modified to ensure the full Council is involved as some are not on Consultation.

All were in agreement there are voids regarding communication and constituency representation. It was stated that it is most likely that those gaps be addressed overall in the manual.

### **OTHER**

Robert Cabral reported that Sue co-chaired the PBC meeting at Oxnard College. He stated all welcomed Sue and were thankful for her attendance. Robert felt, and Sue concurred, that attendees want education about the Model. A special meeting of PBC has been scheduled to help address some of these concerns. Sue conveyed her eagerness to educate staff at OC and said everyone was hospitable towards her.

Alan Hayashi stated that it was refreshing to hear that others' perception of Oxnard is inaccurate. Perception and reality sometime differs districtwide.

Sue recognized the hard work of DCAS members over the past several months. She is pleased with the Infrastructure Funding Model document and appreciates each member's commitment and hard work.

### **NEXT MEETING**

The meeting tentatively scheduled for February 23 is no longer necessary. Our next scheduled meeting will be Thursday, March 8, 2012 – 8:30 a.m.

Meeting was adjourned at approximately 12:11 p.m.

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Wednesday, April 4, 2012

**NOTES**

Attendees: Blanca Barrios, Robert Cabral, Alan Courter, Riley Dwyer, Steve Hall (for Alan Hayashi), Iris Ingram, Sue Johnson, Tom Kimberling, David Keebler, Deborah LaTeer, Mary Anne McNeil, Darlene Melby, Peter Sezzi

Absent: Dominga Chavez, Alan Hayashi

Guest: Terry Cobos

The meeting began at approximately 8:36 a.m. in the Dr. Thomas G. Lakin Board Room at VCCCD.

**APPROVAL OF NOTES**

The notes from the February 16, 2012 meeting were approved by consensus.

**FY13 REVENUE/COST SCHEDULE**

The FY13 Revenue/Cost Schedule (as of April 1, 2012) was distributed and discussed. The updated health and welfare rates have been updated to reflect rates for FY13. Blue Cross rates increased 6% for the ASCC (Administrator/Supervisor/Classified/Confidential) group and 19% for faculty. The total increase for faculty will be borne by the District because there is no cap on benefits. If the current rates hold, the ASCC group will either have to modify the existing plan or contribute through payroll deductions. Sue explained that the PERS rate will be finalized in May, but 12% is being used for budget development. That number which represents a small increase (from 10.9% to 12%) was adopted by PERS a few years ago, but there is a possibility it may change.

**FY13 REVENUE PROJECTIONS**

The FY13 Revenue Projections (dated 4/4/12) was distributed and discussed. The change in FY12 Adoption Budget to FY13 Tentative Budget revenue decreased by \$1.7 million. This amount represents the December 2011 Trigger cuts. The other tier was over \$700K. It is unknown at this time whether the \$700K will be ongoing. The other revenues are projected to be flat due to the newly adopted Infrastructure Funding Model. Any addition receipts in those areas will be redirected to that new model.

**DISTRICTWIDE SERVICES**

Districtwide Services Budget for FY13 (dated 4/4/12) was distributed and discussed. Sue reminded the group that this amount comes off the top of revenue distribution. Therefore, it should be reviewed carefully. The line items (org) with large variances were discussed in detail. Of note were Board of Trustee Operations, Legal, Unemployment Insurance, Health Insurance Broker, Executive Management Search Costs, Collective Bargaining Costs, and Administrative Systems Software License Fee/Hardware Maintenance. Bank & Credit Card Charges could be lower due to new fee collection service. These numbers will be adjusted for Adoption Budget based on final for FY12.

## **UTILITIES**

Districtwide utilities are decreased. This is due in part because the Siemen's Debt Service contract will be paid in full.

## **FY13 TENTATIVE BUDGET ALLOCATION**

The FY13 Tentative Budget Allocation (dated 4/4/12) was distributed and discussed. Sue explained that the revenue from the proposed tax initiatives would be state general fund revenues, and be a part of the Prop 98 calculations. If the initiatives fail, District revenue will be less than included in the budget. If they pass, we will be better off, but we don't know by how much as it will be dependent of whether or not Prop 98 is funded. As part of the board approved FY13 Budget Assumptions, all shortfalls will be covered from reserves. This allocation assumes all full-time faculty recruitments will be successful.

Because of the past several years' movements in FTES, it is possible that we will bring a recommendation to DCAS for a modification to line 10 of the Allocation Model beginning in FY14.

## **FIELD TRIP PROCEDURE**

Terry Cobos, Director of General Services, attended the meeting as a guest. She explained that the existing student field trip procedure has been widely discussed and was a flashpoint of Accreditation comments.

Terry explained the proposed field trip procedure/form concept. The intent of the Banner Workflow, which is done through *myvccd*, is to make the process more streamlined and efficient. It was suggested that a Frequently Asked Question (FAQ) page be done to accompany the workflow. This FAQ will also provide an overview of the importance of risk management awareness.

There were also some general questions related to risk management. Sue noted that the District is part of a JPA for risk management and last year our experience rate was the 2<sup>nd</sup> highest in the JPA. We need to do a better job at raising awareness and reducing risk.

Academic Senate Presidents agreed to take the conceptual procedure to their respective Senate meetings as well as Department Chair meetings and curriculum committee meetings for further discussion and consideration.

It was also suggested to include field trip procedure information in the orientations for new faculty.

This item will return at the May meeting for a status update.

Sue explained that Business Services is working on various forms to make them fillable and will launch a new website shortly.

Travel Encumbrance Forms – While discussing student field trips, there was a brief discussion regarding employee travel. Sue explained that Travel Encumbrance Forms are no longer necessary when there is no fiscal impact to the district (i.e., travel where no cost is incurred or the cost is sponsored by another agency/organization). This does not circumvent the colleges' local procedure, but the District is no longer requiring the completion of these forms for \$0 travel. This new procedure does not affect the insurance coverage for the employee.

## **OTHER**

### **Functional Mapping**

Sue distributed a very rough copy of a Functional Mapping document that will be presented through DCAP (District Council on Accreditation and Planning). Sue asked for general input on document at each member's earliest convenience.

### **Cafeteria**

Steve Hall inquired about the ending balance/reserves for Cafeterias since they will close at year-end. Sue explained that there will be a final financial disposition and this will need to be discussed in conjunction with vending.

### **FY13 Class Schedule**

Mr. Hall inquired about whether class schedule will be further reduced if the tax initiatives fail. Sue explained that the class schedules are being developed now, based on the budget of \$5million reduction in revenue, so there would be no further reduction beyond that currently budgeted/planned. There was also a brief discussion about the amount of unfunded FTES. The current amount will increase if the triggers are pulled, as it is believed the reduction will come in the form of a workload reduction. Those additional unfunded FTES would be eliminated in FY14, rather than in FY13.

## **NEXT MEETING**

The meeting is scheduled for Thursday, May 10, 2012. Due to campus activities, a commitment was made to conclude by 11:00 a.m.

\*If the 4/40 work schedule goes into effect for summer, Consultation Council meetings *may* create a scheduling problem for DCAS. Summer DCAS meetings may need to be rescheduled.

Meeting was adjourned at approximately 10:53 a.m.



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
District Council of Administrative Services (DCAS)

Thursday, June 7, 2012

**NOTES**

Attendees: Blanca Barrios, Robert Cabral, Dominga Chavez, Alan Courter, Riley Dwyer, Alan Hayashi, Sue Johnson, Dave Keebler, Tom Kimberling, Deborah LaTeer, Darlene Melby, Mary Anne McNeil, Peter Sezzi

Absent: Iris Ingram

The meeting began at approximately 8:36 a.m. in the Thomas G. Lakin Board Room at VCCCD.

Sue announced that Alan Courter has accepted a position at Moorpark College. In his new role, he will no longer serve as Ventura's representative on DCAS. Dominga indicated she had informed Dan Casey of the need for a replacement and Alan will also notify Mr. Casey.

**APPROVAL OF NOTES**

The notes from the April 4, 2012 meeting were approved by consensus.

**DCAS COMMITTEE SELF-APPRAISAL RESULTS**

The results of the April DCAS Self-appraisal were distributed and discussed. Sue pointed out that while the survey reflects 6 respondents which may appear low, some DCAS attendees are staff and would not have received a survey. There were 11 who received the survey. The purpose of the survey as a part of continuous improvement was reviewed and there was a brief discussion on the timing of the survey. The recommendation was that the survey be done mid-year, and if district does a survey at the end of the year, that it be done in addition to the mid-year rather than instead. A mid-year survey would allow time for corrective action if needed.

The consensus of DCAS is that the survey results are positive, accurately reflect the sentiments of the group, DCAS's objectives are being met, and there was no recommendation for any change in functioning of the committee.

**BOARD POLICIES/ADMINISTRATIVE PROCEDURES**

Sue explained that there is a 2-year review/approval cycle for policies and procedures (BP's and AP's) and although several would not need to be reviewed by DCAS, others would.

Changes to BP 6250 and AP 6250 – Budget Management were distributed and discussed. After review, DCAS agreed that board policy and administrative procedure require no revisions beyond the minor change recommended and can move forward to the Board as is.

Changes to BP 6200 and AP6200 - Budget Preparation were distributed. The items were discussed in great detail, including what should be included in BP versus AP. Several changes were made to the language and sequence of content. A revised draft of the AP and BP will be redistributed shortly for discussion at the next DCAS meeting. Once there is a 'final draft', DCAS members will take the

documents back to their constituencies for review and comment for final DCAS consideration. BP and AP 6200 will be presented to the Policy Committee and Board in early fall.

## **FY13 TENTATIVE BUDGET**

Sue told the group that the Governor's FY12 state budget includes \$116 million in redevelopment agency (RDA) property tax funds for CCC. These funds are not expected to materialize. After a recent survey of counties, the State Chancellor's Office estimates that there is approximately \$1.3 million in excess RDA funds that will be available. If this is so, and the funds are not backfilled, this would result in a one-time deficit factor for the property tax shortfall.

### Narrative

Sue reminded the members that a draft version of the FY13 Tentative Budget Narrative was distributed a few weeks prior to this meeting. The narrative highlights the assumption that any revenue shortfalls beyond those budgeted in FY13 will be covered by the use of reserves; and there will be no mid-year reductions to the operating budgets. There were no changes to the narrative recommended.

### Districtwide Services

Sue explained that effective Fall 2012, on-line purchase of parking decals will be mandatory for all students. This is a part of the plan for cost-efficiencies and re-structuring of the SBO's. To date, online ordering has been optional and, therefore, a fee of \$3.50 fee is assessed to students opting for the convenience. Because of the new mandate effective for Fall, the District cannot assess the fee and will be absorbing the cost of the administration fee, which is approximately \$150,000 (including the credit card service cost). So that the overall budget for districtwide services was not increased over what had been previously reviewed, this amount was offset by a reduction in the Scheduled Maintenance budget line. There was a brief discussion about whether this cost could be absorbed by the parking fee now or in the future.

### Reserves

The Reserves page of the Tentative Budget was discussed. Sue explained that the projected beginning balance of \$18.7 million does not include any adjustment that may occur at P-2. She also noted that the format had been changed, showing an increase of \$2 million for the contingency toward the FY13 triggers and later showing the reduction for the full impact of the estimated triggers. (a net of \$5 million).

### General Fund Unrestricted Designated and Restricted

Sue reminded the group that these numbers are tentative and will, most likely, change for Adoption. The 12x fund budgets are built assuming 95% of FY12 actual. The State applies a hold harmless/stability mechanism so programs are not reduced or increased significantly in a single year.

### Health Services

The Health Centers currently have fund balances that resulted primarily from the receipt of state mandated cost reimbursements. They are currently deficit spending for general operating expenses and capital.

Sue updated the group on proposed legislation to eliminate the mandated costs reimbursement program. The proposal is to replace the program with a flat \$28/FTES allocation for all mandates. This proposed legislation is expected to carry and would have negative impact of the Health Service Fund.

### Police Services

The police services budget continues to utilize remaining fund balance despite recent restructuring and reduction in coverage. Dialog will continue regarding required services. This budget will need to be closely monitored and may encroach on the general fund.

### Child Care Centers

All three locations are struggling financially. Dialog will continue regarding desired services. If budget shortfalls continue, it could result in encroachment on the general fund or continued downsizing of the centers.

### Bookstore

The bookstore revenues continue to decline as more alternatives are available to students. Sue explained that two recent bills have passed to offer students free digitized lower division textbooks (50). We need to continue to educate faculty on the availability of used text books and alternative options, and be responsive to the text book environment through changes in operations.

### Vending

The vending budgets are best-guess estimates as this will be the first year of vending-only food service. Since this mode of operation is new, there is no comparison to current year.

### Capital Projects

The Capital Projects fund budgets were presented

The Tentative Budget (with changes as discussed) was approved by DCAS and the committee recommends it be presented to the Board of Trustees for approval on June 19, 2012.

### **NEXT MEETING**

Thursday, June 21, 2012 – 8:30 a.m.

Meeting was adjourned at approximately 11:50 a.m.

**Ventura County Community College District**  
**Consultation Council Notes**  
**January 12, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Pam Eddinger, Steve Hall, Riley Dwyer, Peter Sezzi, Robert Cabral, Karen Bulger, Laura Brower, Clare Geisen, Patricia Parham, Daniel Chavez, Handel Evans, Sue Johnson, Richard Duran, Conni Owens, Maureen Rauchfuss  
**Chair:** James Meznek, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Dan Casey

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznek reviewed the January 17, 2012 Board of Trustees meeting and confirmed his retirement date of July 1, 2012.	N/A	N/A	James Meznek
Board Agenda	The Board of Trustees meeting will be held in the Ventura High School Auditorium in an effort to accommodate members of the public. Mr. Hall objected to Item 14.04, specifically, establishing a new dean position.	N/A	N/A	James Meznek
Chancellor's Report	<p>Dr. Meznek discussed the need to complete the <i>Participatory Governance Handbook</i> and the need to work together collegially to accomplish the task. Consultation Council membership will contribute to the process. Campus committee charges and membership will be reviewed for accuracy and proper placement in the participatory governance process and will then assess District and Board responsibilities, processes, and function. Consultation Council will meet twice monthly: once for Board agenda review and once for governance review work.</p> <p>Chancellor Meznek commented on college challenges amidst the current budget crisis. Dr. Meznek reminded membership collegiality, respect, and working for the common good is primary to our success.</p>	N/A	N/A	James Meznek
Business Services	Ms. Johnson commented on current budget implications to the District and indicated work continues on balancing a budget using various projected scenarios. Budget assumptions will be brought forward to the Board in March.	N/A	N/A	Sue Johnson
Human Resources	There was no report provided.	N/A	N/A	Patricia Parham

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Capital Planning	There was no report provided.			Handel Evans
Administrative Relations	Ms. Geisen commented on current policy and procedure work, events, and student trustee elections.	N/A	N/A	Clare Geisen
Classified Confidential	There was no report provided.	N/A	N/A	Laura Brower
Moorpark College Academic Senate	There was no report provided.	N/A	N/A	Riley Dwyer
Oxnard College Academic Senate	There was no report provided.	N/A	N/A	Chancellor's Office
Ventura College Academic Senate	Mr. Sezzi commented on campus activity, including library projects and new software implementation.	TBD	TBD	Peter Sezzi
DAC Classified Representative	Ms. Bulger commented on Human Resources activities including the 5k run.	N/A	N/A	Karen Bulger
Moorpark College Classified Senate	There was no report provided.	N/A	N/A	Maureen Rauchfuss
Oxnard College Classified Senate	Ms. Owens commented on classified activities, including one retirement.	N/A	N/A	Connie Owens
Ventura College Classified Senate	There was no report provided.	N/A	N/A	Peder Nielsen
Oxnard College President	There was no report provided.	N/A	N/A	Richard Duran
Moorpark College President	Dr. Eddinger commented on Moorpark College parking challenges, budget impacts to the campus, and indicated the campus passed a recent ADA compliance inspection.	N/A	N/A	Pam Eddinger
Ventura College President	There was no report provided.	N/A	N/A	Robin Calote
AFT	Dr. Hall discussed ballot initiatives to support education and work with voters to become part of a solution to the state's economic crisis.	N/A	N/A	Steve Hall
SEIU	There was no report.	N/A	N/A	Dan Casey
Student Representative	Mr. Chavez discussed the financial aid cap and commented positively on the early budget study session at the Board meeting.	N/A	N/A	Daniel Chavez

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Meeting Adjournment				
Future Meetings	<p><b>Future Meetings</b>  February 3, 2012 Agenda Review  February 22 <i>Governance Review</i>  March 2 Agenda Review  March 9 <i>Governance Review</i>  March 30 Agenda Review  April 6 <i>Governance Review</i>  April 27 Agenda Review  May 4 <i>Governance Review</i>  June 8 Agenda Review  June 15 Agenda Review  June 22 <i>Governance Review</i>  June 29 Agenda Review  July 13 <i>Governance Review</i>  August 3 Agenda Review  August 31 Agenda Review  September 28 Agenda Review  November 2 Agenda Review  November 30 Agenda Review</p>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**February 3, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Iris Ingram, Steve Hall, Riley Dwyer, Peter Sezzi, Robert Cabral, Karen Bulger, Laura Brower, Clare Geisen, Patricia Parham, Carlos Gonzales, Tony Tovar, Sue Johnson, Richard Duran, Conni Owens, Maureen Rauchfuss, Peder Nielsen  
**Chair:** James Meznik, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Pam Eddinger, Dan Casey, Handel Evans

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznik reviewed the February 14, 2012 Board of Trustees meeting.	N/A	N/A	James Meznik
Board Agenda	The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., open session at 6:00 p.m.  There was no constituent objection.	N/A	N/A	James Meznik
Chancellor's Report	Dr. Meznik discussed the process to rewrite the District's delineation of functions document and revise the <i>Participatory Governance Handbook</i> . Consultation Council will meet twice monthly: once for Board agenda review and once for governance review work. Dr. Meznik distributed the current version of the <i>Participatory Governance Handbook</i> . Consultation Council will review the document and work on updates related to the various college participatory groups and then work on the District participatory governance groups and Board's role.  Dr. Meznik also commented on various campus groups working with special, narrowly defined interest groups to achieve employment, program, and course outcomes outside of the District's governance and decision-making structures. This practice lacks integrity and defeats our governance and communications process as well as undermines Board policies and procedures.	N/A	N/A	James Meznik

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Business Services	Ms. Johnson discussed a funding model that will be presented to the Board with the budget.	N/A	N/A	Sue Johnson
Human Resources	Ms. Parham provided no report.	N/A	N/A	Patricia Parham
Capital Planning	There was no report.	N/A	N/A	Handel Evans
Administrative Relations	Ms. Geisen distributed the <i>Student Election Standard Operating Practices for Associated Students Positions and Student Trustee Position Summary of Changes for 2012</i> and discussed the current process.	N/A	N/A	Clare Geisen
Classified Confidential	Classified Confidentials will be meeting to discuss budget impacts.	N/A	N/A	Laura Brower
Moorpark College Academic Senate	Ms. Dwyer commented on the Moorpark College governance handbook, program discontinuance, program evaluation and plan.	N/A	N/A	Riley Dwyer
Oxnard College Academic Senate	Mr. Cabral commented on campus participatory governance committees meeting regularly to discuss program review, program discontinuance and integrate program discontinuance process. Chair Blum attended a senate meeting and discussed Board goals.	N/A	N/A	Robert Cabral
Ventura College Academic Senate	Mr. Sezzi commented that the Ventura College Academic Senate met and had no action items and spent the meeting discussing budget, grade distribution, and Board goals. There will be an open forum on campus today. College Planning Council is working on improving institutional effectiveness and eliminating obstacles in student success through data-driven decisions.	TBD	TBD	Peter Sezzi
DAC Classified Representative	Ms. Bulger indicated Human Resources is busy with current faculty recruitments.	N/A	N/A	Karen Bulger
Moorpark College Classified Senate	Ms. Rauchfuss discussed the classified senate meeting, classified scholarships, St. Patrick's potluck, <i>Classified Leadership Institute</i> on June 14-16, 2012, supporting the Moorpark College Athletics cancer awareness fundraiser.	N/A	N/A	Maureen Rauchfuss
Oxnard College Classified Senate	Ms. Owens commented on fundraisers, graduation, <i>Get Moovin'</i> training, foundation scholarships, and the purchase of a grand	N/A	N/A	Connie Owens



Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	piano for the Performing Arts Center.			
Ventura College Classified Senate	Mr. Nielsen commented on the state classified senate retreat and cancer awareness fundraisers through the basketball programs.	N/A	N/A	Peder Nielsen
Oxnard College President	Dr. Duran commented on John al-Amin's departure. Dr. Tom Kimberling will be working as interim Oxnard College Vice President, Business Services. Ms. Johnson will also spend time on campus. Faculty recruitment is ongoing. LRC should be completed by late May and a dedication is tentatively scheduled in early May. The Veteran's Center opening is scheduled February 14, 2012.	N/A	N/A	Richard Duran
Moorpark College President	Ms. Ingram discussed the Health Sciences building opening.	N/A	N/A	Iris Ingram
Ventura College President	Open campus forum today to discuss budget, focused group discussions regarding college reorganization and accreditation.	N/A	N/A	Robin Calote
AFT	Dr. Hall discussed support of the "Millionaire's Tax." The unemployment rate is 8.3% and indicated there seems to be a positive economic outlook.	N/A	N/A	Steve Hall
SEIU	There was no report.	N/A	N/A	Dan Casey
Student Representative	<p>Carlos Gonzales discussed 1522 and will work with other campuses to acquire as many signatures as possible to be placed on the next ballot. Working on creating a ASG Candidates Forum tentatively scheduled in March. A <i>Cinco de Mayo</i> is event being planned.</p> <p>Tony Tovar discussed work on 1522, student elections, and ASG offices.</p>	N/A	N/A	Tony Tovar
Future Meetings	<p><b>Future Meetings</b>  February 22 <i>Governance Review</i>  March 2 <i>Agenda Review</i>  March 9 <i>Governance Review</i>  March 30 <i>Agenda Review</i>  April 6 <i>Governance Review</i>  April 27 <i>Agenda Review</i>  May 4 <i>Governance Review</i></p>			

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	June 8 Agenda Review June 15 Agenda Review June 22 <i>Governance Review</i> June 29 Agenda Review July 13 <i>Governance Review</i> August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

**Ventura County Community College District**  
**Consultation Council Notes**  
**March 2, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Sue Johnson, Clare Geisen, Jay Wysard, Robert Cabral, Riley Dwyer, Peter, Sezzi, Karen Bulger, Peder Nielsen, Connie Owens, Maureen Rauchfuss, Laura Brower, Dan Casey, Steve Hall  
**Chair:** James Meznik  
**Recorder:** Patti Blair  
**Absent:** Patricia Parham, Handel Evans

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
Opening of Meeting	Dr. Meznik reviewed the March 13, 2012 Board of Trustees meeting.	N/A	N/A	James Meznik
Board Agenda	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., with no closed session scheduled.</p> <p>There was constituent objection on the following items:</p> <ul style="list-style-type: none"> <li>• 14.01 Board Professional Development. Board and CEO Roles: Different Jobs Different Tasks attachment. Heading: Communication, bullet seven in left column, the word "always" and bullet eight in right column, the word "always."</li> <li>• 15.02 Action to Reaffirm Board Policy (BP 5055) Enrollment Priorities</li> <li>• 18.01 Employment and Position Control: College Cafeterias</li> <li>• 24.03 Employment and Position Control: Child Development Center Supervisor</li> </ul> <p>Objections will be noted on the Board agenda; however, item numbers may change.</p>	N/A	N/A	James Meznik
Chancellor's Report	As part of addressing the Accrediting Commission Concern letter, Dr. Meznik discussed the process to rewrite the District's delineation of functions document and revise the <i>Participatory Governance Handbook</i> . Consultation Council will meet twice monthly to review the Board of Trustees agenda and review governance materials.	Update <i>Participatory Governance Handbook</i>	3/9/12	James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	Concern was voiced regarding credit unit values and program discontinuance. Unit values and the practice of renaming discontinued courses are inconsistent Districtwide.	Course Units will be agendized during the next Administrative Council for discussion.	3/5/12	James Meznec
Participatory Governance Handbook	<p>Consultation Council reviewed the <i>Participatory Governance Handbook</i> and recommended changes to participatory governance groups, including charges and membership.</p> <p>As an outcome of discussion related to governance groups, Dr. Meznec established a new participatory governance committee, District Council on Accreditation and Planning (DCAP). The council's charge is:</p> <p style="text-align: center;"><i>To develop, monitor, and evaluate Districtwide planning and accreditation cycle activities.</i></p> <p>DCAP membership will consist of:</p> <ul style="list-style-type: none"> <li>College Presidents</li> <li>Vice Chancellor, Business and Administrative Services</li> <li>Vice Chancellor, Academic Affairs</li> <li>Academic Senate Presidents</li> <li>Student Trustee</li> </ul> <p>In absence of a Vice Chancellor, Academic Affairs, Dr. Meznec appointed Dr. Calote, Ventura College President to serve as the council's chair. DCAP will meet to further develop its charge, membership, and report progress by the end of this academic year.</p>	Discussion will continue regarding revisions to the handbook.	3/9/12	James Meznec
Constituent Reports	Due to time constraints, there were no constituent reports.	N/A	N/A	
Future Meetings	<p><b>Future Meetings</b></p> <ul style="list-style-type: none"> <li>March 9 <i>Governance Review</i></li> <li>March 30 <i>Agenda Review</i></li> <li>April 6 <i>Governance Review</i></li> </ul>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	April 27 Agenda Review May 4 Governance Review June 8 Agenda Review June 15 Agenda Review June 22 Governance Review June 29 Agenda Review July 13 Governance Review August 3 Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

**Ventura County Community College District**  
**Consultation Council Notes**  
**March 30, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Richard Duran, Pam Eddinger, Clare Geisen, Sue Johnson, Jay Wysard, Riley Dwyer, Peder Nielsen, Steve Hall, Karen Bulger, Robert Cabral, Karla Banks, Laura Brower, Daniel Chavez, Peter Sezzi, Connie Owens, Connie Campos (representing Dan Casey), Chris Lara-Cruz, Patricia Parham

**Chair:** James Meznik  
**Recorder:** Laurie Nelson-Nusser  
**Absent:** Maureen Rauchfuss

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznik welcomed everyone to the meeting, which commenced at 8:30 am.	N/A	N/A	James Meznik
Review of Consultation Council Notes from March 9, 2012	The March 9, 2012 Consultation Council notes were reviewed. Mr. Sezzi stated he had changes to the minutes, which he will email to Patti Blair.	Email changes to Ms. Blair	Immediately following this meeting	Peter Sezzi
Board Agenda Review	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., with one closed session item.</p> <p>There was constituent objection on the following items:</p> <ul style="list-style-type: none"> <li>• 18.01 Approval of Contract of Contract for Employee Health Benefits Consultant Services: Dr. Hall stated the AFT was the one vote that objected at the Ad Hoc Insurance Broker Committee regarding Keenan and Associates as the selected insurance broker. Dr. Hall stated he will fill out a speaker card for the objection at the April 10 Board Meeting.</li> <li>• Section 14 – Connie Campos, representing SEIU, stated an objection to the whole of Section 14.</li> </ul> <p>Agenda Item Pulled:</p>			James Meznik

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<ul style="list-style-type: none"> <li>Associate in Arts Degree in Journalism was pulled from the Agenda</li> </ul> <p>Objections will be noted on the Board agenda; however, item numbers may change.</p>			
Participatory Governance Materials	<p><b>VCCCD Governance Process Chart</b>  Ms. Dwyer presented the chart and stated the DCAP Committee worked collectively on the document. Discussion ensued regarding the semantics of the chart and suggestions were provided for improvement. Dr. Calote stated changes to the Chart will be emailed after reviewed in the DCAP Committee meeting immediately following Consultation Council.</p> <p><b>District Consultative Structure Narrative:</b>  DCAP has been established as a temporary body to address accreditation and should be referenced accordingly in the document. Dr. Meznek reviewed the changes requested in his email of March 29. Various changes were recommended. DCAP membership will be expanded by the Chancellor at a future date. Dr. Calote will incorporate the recommendations from Dr. Meznek’s email and Consultation Council and redistribute the document.</p> <p>Dr. Calote provided a new document addressing proposed planning process and stated the DCAP Committee will be conducting a meeting after Consultation Council to discuss this document, which includes an organizational chart and narrative. Dr. Calote reviewed the document with the group.</p> <p>Dr. Calote will send out the new versions after all changes have been incorporated into all the documents presented at the meeting today.</p>	<p>Redistribute with changes</p> <p>Redistribute with changes</p>	<p>After 3/30 DCAP Meeting</p> <p>After 3/30 DCAP Meeting</p>	<p>Dr. Calote</p> <p>Dr. Calote</p>
Constituent Reports	<p>Patricia Parham provided a report regarding the process of notifying impacted employees regarding cuts/eliminations/reductions. Ms. Parham suggested having a special HR Talk event as a venue for an open forum. She requested feedback regarding this suggestion. Ms. Parham also reported on the Get Moovin’ event. The Chancellor’s Search Committee met last Monday and developed questions, screening criteria, and the initial review will be held on April 16. The final round of interviews will not</p>	N/A	N/A	

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>be public and will be held in Closed Session according to Brown Act Rules.</p> <p>Richard Durán reported on the budget sessions at Oxnard College, graduations, and an event of an inaugural talent showcase where employees, students, and faculty will be featured. OC Basketball has had community involvement in an effort to raise athletic funds to support the program. Reverend Jim Gilmer is spearheading the fund-raising within the community.</p> <p>Pam Eddinger reported Moorpark College is currently undergoing program review and spoke about their new theater event, Chicago.</p> <p>Riley Dwyer had no report.</p> <p>Connie Owens reported there were positive comments regarding the Budget Forum and thanked Sue Johnson for coming out to the college to make the presentation.</p> <p>Kim Watters spoke about the reductions and impacted employees; she stated appreciation for Human Resources' support services.</p> <p>Connie Campos, SEIU Representative, reported SEIU is not pleased with the reductions, however, appreciate the working relationship between management and SEIU.</p> <p>Daniel Chavez reported the survey has been sent out and there has been feedback on issues. They currently have 300 responses.</p> <p>Chris Lara-Cruz reported on student elections next week. Cal State enrollments are affecting transfer students. They will be advocating Prop 1622. There will be a VCCCD Student Leadership Conference on April 21, 2012 and 30 people are currently signed up.</p> <p>Steve Hall reported on the Millionaire's Tax Initiative. Governor Brown has reached a compromise between the two tax initiatives, which were in</p>			



Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>competition with each other. Dr. Hall will attend the next meeting of the Legislative Committee to advocate for the tax initiatives.</p> <p>Laura Brower reported the negative attitude from employees regarding classified reductions. Professional development should be provided for the Classified Staff in light of the cutbacks, however, grant money is not available for this purpose. Ms. Parham stated the possibility of assistance from Human Resources regarding professional development. Dr. Meznik encouraged Ms. Brower to send suggestions to him and Ms. Parham.</p> <p>Peder Nielsen requested Ms. Johnson to conduct a Budget Forum at Ventura College. Peder reported on Ventura College's upcoming Earth Day event and they are also currently preparing for graduations with an ongoing beautification project for the campus.</p> <p>Robert Cabral thanked Sue Johnson for conducting a Budget Forum at Oxnard College as it was very effective in educating the faculty. The Oxnard College Academic Senate has embraced AP 4021, Discontinuance of Programs, and all programs reviews are currently under review. He stated the review should be completed by April 30. The Academic Senate has started implementing the survey in the governance committees. Mr. Cabral also reported on the current state of professional development at the college.</p> <p>Peter Sezzi reported on Ventura College's efforts for professional development. Program Review processes are under evaluation and are almost in complete agreement to come to a conclusion regarding these procedures.</p> <p>Robin Calote reported on SLOs, an online survey regarding the college mission, a forum on April 13, and current performing arts events.</p> <p>Sue Johnson thanked everyone for their positive comments regarding the budget forums. Ms. Johnson indicated she will conduct a Budget Forum at Ventura College as requested earlier in this meeting.</p>			

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>Karen Bulger spoke about the reductions and budget cuts.</p> <p>Clare Geisen reported on the Student Trustee elections. The Oxnard College candidate withdrew from the election due to transferring during his proposed tenure, however there are two candidates still in the running. She also reported on the upcoming building dedications at Moorpark and Oxnard Colleges. Ms. Geisen provided a hand out of the final committee surveys.</p> <p>Chancellor Meznik reported on an ACCJC accreditation site visit on April 16. Dr. Durán has been appointed by Dr. Meznik to represent VCCCD at the Southern California CEO conference to be held on April 10-13, 2012. Also, the Board of Trustees has received a letter from Dr. Barbara Beno, ACCJC, regarding a technical assistance visit regarding the training of the Trustees. Board Chair, Stephen Blum, and Dr. Meznik will go up to Novato on May 2 and if necessary ACCJC will send a team down to train the Board again to ensure they understand their roles.</p>			
Future Meetings	<p><b>Future Meetings</b></p> <p>April 6 <i>Governance Review</i></p> <p>April 27 <i>Agenda Review</i></p> <p>May 4 <i>Governance Review</i></p> <p>June 8 <i>Agenda Review</i></p> <p>June 15 <i>Agenda Review</i></p> <p>June 22 <i>Governance Review</i></p> <p>June 29 <i>Agenda Review</i></p> <p>July 13 <i>Governance Review</i></p> <p>August 3 <i>Agenda Review</i></p> <p>August 31 <i>Agenda Review</i></p> <p>September 28 <i>Agenda Review</i></p> <p>November 2 <i>Agenda Review</i></p> <p>November 30 <i>Agenda Review</i></p>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**April 27, 2012**  
**8:30 a.m.**

**Present:** Robin Calote, Steve Hall, Riley Dwyer, Peter Sezzi, Robert Cabral, Karen Bulger, Laura Brower, Clare Geisen, Patricia Parham, Tony Tovar, Sue Johnson, Richard Duran, Conni Owens, Maureen Rauchfuss, Peder Nielsen, Handel Evans, Peder Nielsen, Mary Anne McNeil  
**Chair:** James Meznik, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Sue Johnson, Richard Duran, Dan Casey

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznik reviewed the May 8, 2012 Board of Trustees meeting.	N/A	N/A	James Meznik
Board Agenda	<p>The Board of Trustees meeting will be held in Thomas G. Lakin Board Room; meeting will begin at 5:30 p.m., open session at 6:30 p.m.</p> <p>Ms. Parham pulled Item 15.07 Action to Reaffirm Board Policy 7211 Minimum Qualifications and Equivalencies to incorporate minor changes suggested in the April 26, 2012 DCHR meeting. BP 7211 will move to the June 19, 2012 Board Meeting for action.</p> <p>Consultation Council membership discussed the Board Self Evaluation and asked if the Board would consider opening the survey to constituents for a broader evaluation of the Board's performance.</p> <p>There was no constituent objection.</p>	N/A	N/A	James Meznik
Chancellor's Report	Chair Blum, Trustee McKay, and Dr. Meznik will travel to meet with ACCJC in the Commission's office on May 2, 2012. Trustees requested an accreditation update during the May Board meeting. Trustees would like the Chancellor's Office to work on a communication plan to address the community. Dr. Meznik also noted policy work continues, per the Board's two-year policy review	N/A	N/A	James Meznik

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	cycle.			
Business Services	A report was not provided.	N/A	N/A	Sue Johnson
Human Resources	Ms. Parham commented on the First Annual Human Resources 5k Fun Run. Employees are encouraged to run. The event will be followed-up by a Health Fair. Ms. Parham indicated employee contributions towards health premiums will begin July 1, 2012 for the ASCC group.	N/A	N/A	Patricia Parham
Capital Planning	A report was not provided.	N/A	N/A	Handel Evans
Administrative Relations	The Oxnard College building dedication is scheduled for Wednesday, May 9 at 3:30 p.m. Detailed information can be found in the portal.	N/A	N/A	Clare Geisen
Classified Confidential	A report was not provided.	N/A	N/A	Laura Brower
Moorpark College Academic Senate	Ms. Dwyer indicated the Senate has only 15 program plans remaining for review, that the Senate requested Moorpark College administrators hand-out diplomas at graduation.	N/A	N/A	Riley Dwyer
Oxnard College Academic Senate	Mr. Cabral commented on Senate activities, new Senate leadership, program planning and best practices, and the Budget Council.	N/A	N/A	Robert Cabral
Ventura College Academic Senate	Mr. Sezzi commented on local high school concern about the colleges' accreditation status and suggested communication from the Chancellor to the local community. Dr. Meznik indicated Ms. Geisen is working with Trustees on a thorough communication plan to address community accreditation concerns.	TBD	TBD	Peter Sezzi
DAC Classified Representative	A report was not provided.	N/A	N/A	Karen Bulger
Moorpark College Classified Senate	Ms. Rauchfuss commented on a summer review of the Senate by-laws, elections, and a classified employee luncheon.	N/A	N/A	Maureen Rauchfuss
Oxnard College Classified Senate	Ms. Owens commented on Classified Senate nominations, annual recognition luncheon.	N/A	N/A	Connie Owens

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Ventura College Classified Senate	Mr. Nielsen commented on campus activities, including campus beautiful projects, graduation, classified elections, and a letter received regarding cell phones on campus.	N/A	N/A	Peder Nielsen
Oxnard College President	Dr. Duran was not present at Consultation Council.	N/A	N/A	Richard Duran
Moorpark College President	A report was not provided.	N/A	N/A	Iris Ingram
Ventura College President	Dr. Calote commented on the Ventura College Campus Forum May 4, 2012.	N/A	N/A	Robin Calote
AFT	Working on gathering signatures for the ballot initiative.	N/A	N/A	Steve Hall
SEIU		N/A	N/A	Dan Casey
Student Representative	Mr. Tovar commented on Café Night, and other student activities.	N/A	N/A	Tony Tovar
Meeting Adjournment	Dr. Meznek adjourned the meeting at 10: 25 a.m.			
Future Meetings	<b>Future Meetings</b> May 4 <i>Governance Review</i> June 8 <i>Agenda Review</i> June 15 <i>Agenda Review</i> June 22 <i>Governance Review</i> June 29 <i>Agenda Review</i> July 13 <i>Governance Review</i> August 3 <i>Agenda Review</i> August 31 <i>Agenda Review</i> September 28 <i>Agenda Review</i> November 2 <i>Agenda Review</i> November 30 <i>Agenda Review</i>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**June 7, 2012**  
**2:30 p.m.**

**Present:** Pam Eddinger, Richard Duran, Steve Hall, Riley Dwyer, Peter Sezzi, Clare Geisen, Patricia Parham, Peder Nielsen, Sue Johnson, Karen Bulger, Laura Brower, Handel Evans, Robert Cabral, Ramiro Sanchez  
**Chair:** James Meznek, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Robin Calote, Maureen Rauchfuss, Karla Banks

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Meznek welcomed everyone to the meeting.	N/A	N/A	James Meznek
Review of Consultation Council Notes	Consultation Council notes from May 10, 2012 were reviewed and approved.	N/A	N/A	
June 19, 2012 Board of Trustees Meeting Agenda Review	The Board of Trustees meeting will be held in the Thomas G. Lakin Board Room; the meeting will begin at 5:15 p.m., with a closed session scheduled and open meeting at 6:30 p.m.  Ms. Dwyer requested adding a line in the review table to indicate academic senate review. Ms. Geisen indicated the review line will be added to the final agenda.  Following discussion, Item 16.11, BP 5010 was pulled for further review.	N/A	N/A	James Meznek
<i>Participatory Governance Handbook</i>	Consultation Council reviewed the VCCCD Governance Chart, as part of the June 19, 2012 Board of Trustees meeting agenda. There was no constituent objection.	N/A	N/A	James Meznek

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Consultation Council Governance Committee Survey Results	<p>Dr. Meznek discussed the results of the Consultation Council Governance Committee Survey results.</p> <p>Standing item on agenda: future agenda items.</p> <p>DCAP work. DCAP membership will be expanded, as necessary. DCAP will provide full summaries to report to Consultation Council.</p> <p>Discussion included the possibility of using technology to eliminate the need for traveling to the District office.</p>			
Oxnard College	Dr. Duran commented on the new library, opening June 18, 2012, college governance handbook, and fall 2012.			Richard Duran
Moorpark College	Dr. Eddinger commented on preparation for the fall semester, SLOs, program planning and program reviews, and planning cycles.	N/A	N/A	Pam Eddinger
Ventura College	Mr. Sanchez announced the selection of a new CTE dean.	N/A	N/A	Ramiro Sanchez
Moorpark College Academic Senate	Ms. Dwyer did not provide a report.	N/A	N/A	Riley Dwyer
Ventura College Academic Senate	Mr. Sezzi commented on DCAP and expressed concern about the manner in which recent changes were made to that committee.	N/A	N/A	Peter Sezzi
AFT	Dr. Hall requested information on the recent Grand Jury Report reported in the Ventura County Star. Dr. Meznek indicated the Grand Jury began researching the fire academy and moved into matriculation.	N/A	N/A	Steve Hall

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Oxnard College Academic Senate	Mr. Cabral indicated the June 19, 2012 Board meeting will be the last one as an academic senate president.	N/A	N/A	Robert Cabral
Ventura College Classified Senate	Mr. Nielsen congratulated the Ventura College Women's Tennis Team as State Champions.	N/A	N/A	Peder Nielsen
Human Resources	Ms. Parham did not provide a report.	N/A	N/A	Patricia Parham
Classified Confidential	Ms. Brower did not provide a report.	N/A	N/A	Laura Brower
Classified Representative	Ms. Bulger did not provide a report.	N/A	N/A	Karen Bulger
Business Services	Ms. Johnson did not provide a report.	N/A	N/A	Sue Johnson
Capital Planning	Dr. Evans did not provide a report.	N/A	N/A	Handel Evans
Future Meetings	<b>Future Meetings</b> * June 28 <del>29</del> Agenda Review * August 2 <del>3</del> Agenda Review August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review * Dates changed to accommodate 4/40 summer schedule.			





**Ventura County Community College District**  
**Consultation Council Notes**  
**June 28, 2012**  
**8:30 p.m.**

**Present:** Richard Duran, Ramiro Sanchez, Patricia Parham, Riley Dwyer, Peter Sezzi, Linda Kama'ila, Peder Nielsen, Maureen Rauchfuss, Laura Brower, Karen Bulger  
**Chair:** Sue Johnson, Interim Chancellor  
**Recorder:** Patti Blair  
**Absent:** James Meznik, Clare Geisen, Robin Calote, Student Representative

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Ms. Johnson welcomed everyone to the meeting.	N/A	N/A	Sue Johnson
Review of Consultation Council Notes	Consultation Council notes from June 7, 2012 were reviewed and approved.	N/A	N/A	
July 10, 2012 Board of Trustees Meeting Agenda Review	The Board of Trustees meeting will be held in the Thomas G. Lakin Board Room; the meeting will begin at 5:30p.m., with a closed session scheduled and open meeting at 5:45 p.m.	N/A	N/A	Sue Johnson
Board Self Evaluation and Consultation Council Evaluation of the Board of Trustees	Ms. Johnson provided feedback to Consultation Council and the Board's request for more constructive feedback from Consultation Council. There was a recommendation from Consultation Council that the survey is conducted bi-annually. Trustees will determine frequency of future meetings during the August 9, 2012 Strategic Planning Session.  Dr. Hall commented that he was not sure if the Board and Consultation Council assessments were from the same perspective and believed the Board assessed themselves related to Board	There was a suggestion that the survey questions be reviewed prior to the survey distribution. Ms. Johnson indicated DCAP could review the survey, and suggest changes to provide greater clarity and constructive feedback.  There was a suggestion for a proposal to be submitted to the Board for review during the August Planning Session.  There was agreement to present, as a Board	TBD	Sue Johnson

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>meeting activity and Consultation Council assessed the broader perspective.</p> <p>Consultation Council commented that Survey Monkey may not be the best tool for this assessment. Ms. Johnson commented that strength and constructiveness of the information comes from the comments rather than the number rating.</p> <p>There was agreement to commit to completing the survey following certain "norms" however, Ms. Johnson reminded everyone the survey was an individual effort and comments were not filtered in any way. There was also a suggestion for questions to begin with "in the last six months, ..."</p>	<p>professional development opportunity in September 2012, the Program Discontinuance Policy.</p> <p>Suggested/revised performance goals:</p> <p>Understand and respect the governance process. Refrain from direct Board or individual Trustee involvement in operational matters.</p>		
<p>Review of Board of Trustees Progress Towards Meeting Board Performance</p>	<p>Ms. Johnson discussed Item 17.03 Review and Assess Board of Trustees Progress Towards Meeting Board Performance Goals in the July 26, 2012 Board meeting. Consultation Council reviewed Item 4: Refrain from direct Trustee involvement in operational matters." Trustees requested this item be clearly defined by staff.</p> <p>Ms. Johnson said that she believes the Trustees are taking this issue seriously and has seen evidence of Trustees clarifying whether an issue was within their role.</p>			
<p>AFT</p>	<p>Dr. Hall suggested the Board consider eliminating the July 2013 Board meeting.</p> <p>Dr. Hall asked for clarification on the new chancellor's benefit package. Ms.</p>	<p>Ms. Johnson indicated the meeting will be set, however, the Board could consider cancellation of the meeting, if not necessary.</p>	<p>N/A</p>	<p>Steve Hall</p>

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action</b> (If Required or Information Provided)	<b>Completion Timeline</b>	<b>Assigned to:</b>
	Johnson clarified that the \$65,000 approved is a standard benefit package.			
Business Services	Ms. Johnson indicated work continues on the Grand Jury report.	N/A	N/A	Sue Johnson
Future Agenda Items	There were no future agenda items suggested.			
Future Meetings	<b>Future Meetings</b> August 2 Agenda Review for August 9 and August 14, 2012 Board Meeting August 31 Agenda Review September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			



**Ventura County Community College District**  
**Consultation Council Notes**  
**August 2, 2012**  
**8:30 a.m.**

**Present:** Handel Evans, Pam Eddinger, Dan Casey, Riley Dwyer, Maureen Rauchfuss, Karen Bulger, Daniel Chavez, Peder Nielsen, Peter Sezzi, Steve Hall, Linda Kamaila, Michael Bush, Laura Brower, Karla Banks, Patricia Parham, Sue Johnson, Robin Calote, Clare Geisen  
**Chair:** Jamillah Moore, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Erika Endrijonas

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Moore welcomed everyone and expressed appreciation for the warm welcome.	N/A	N/A	Jamillah Moore
Board Agenda	<p>Ms. Johnson reviewed the August 9 and August 14, 2012 Board of Trustees meeting agendas. Consultation Council reviewed and recommended changes to the proposed strategic planning objectives.</p> <p>BP 6330 was pulled from the August 14, 2012 Board agenda for further review related to using the services of Board, employees, or family of Board members or employees.</p> <p>Minor changes were made to the July 10, 2012 Board of Trustees Meeting minutes, Item 17.03 Action to Appoint Members and Alternate Members to the Board Planning, Accreditation, and Communication (PAC) Committee, and Item 17.04 Board of Trustees 2013 Meeting Calendar.</p>	N/A	N/A	Jamillah Moore
Chancellor's Report	<p>Dr. Moore emphasized the important of the program discontinuance process, timelines, and review. The process should be followed to ensure thorough timely and consistent vetting on the campuses.</p> <p>Ms. Johnson explained the Board will take action in January 2013 and indicated campus calendars will be reviewed in Cabinet. The Board will receive professional development related the Program</p>	N/A	N/A	Jamillah Moore

Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
	<p>and presidents will present campus calendars during the September Board meeting. As part of the review process, Ms. Johnson indicated the Program Discontinuance Calendar could be presented at the August 31, 2012 Consultation Council. Dr. Hall requested program discontinuance information prior to Flex Week to share with faculty at that time.</p> <p>Work has begun on preparing the October 15, 2012 Accreditation Report. The Board will review the draft report in September.</p> <p>Ms. Johnson indicated the Educational Inconsistency Grand Jury report was signed off and sent to the Grand Jury last week.</p> <p>The Fire Academy Grand Jury Report was signed by the Board Chair and mailed to the Grand Jury yesterday.</p> <p>Ms. Dwyer asked when Making Decisions structure will be implemented. Ms. Geisen indicated this topic will be addressed with Dr. Moore.</p>			
Meeting Adjournment	Dr. Moore adjourned the meeting at 11:50 a.m.			
Future Meetings	<p><b>Future Meetings</b>  August 31 Agenda Review  September 28 Agenda Review  November 2 Agenda Review  November 30 Agenda Review</p>			

**Ventura County Community College District**  
**Consultation Council Notes**  
**August 31, 2012**  
**8:30 a.m.**

**Present:** Handel Evans, Pam Eddinger, Riley Dwyer, Maureen Rauchfuss, Karen Bulger, Daniel Chavez, Peder Nielsen, Peter Sezzi, Steve Hall, Linda Kama'ila, Laura Brower, Karla Banks, Sue Johnson, Robin Calote, Clare Geisen, Ramiro Sanchez, Richard Duran  
**Chair:** Jamillah Moore, Chancellor  
**Recorder:** Patti Blair  
**Absent:** Patricia Parham

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Opening of Meeting	Dr. Moore welcomed everyone to the meeting.	N/A	N/A	Jamillah Moore
Review of Consultation Council Notes from August 2, 2012	The notes from the August 2, 2012 Consultation Council were reviewed and approved, with minor changes.			
Board Agenda	<p>Consultation Council reviewed the September 11, 2012 Board of Trustees agenda. Draft accreditation reports were reviewed within the Board agenda. Dr. Moore indicated the Board will hire a consultant to work with Ms. Geisen to complete the accreditation work and prepare for team visits.</p> <p>There was a request to add two items to the October Board agenda: recognition to Ventura College State Champions Women's Tennis Team; Moorpark College State Champions Forensics Team.</p> <p>A discussion about Board goals and objectives took place, specifically the Board's review of the District's management structure; there was agreement this item is contained within 3-C operations review.</p> <p>Ms. Johnson provided a detailed overview of Item 16.04 2012-2013 Adoption Budget.</p>	N/A	N/A	Jamillah Moore



Agenda Item	Summary of Discussion	Action (If Required or Information Provided)	Completion Timeline	Assigned to:
<p>Review of 2012-2013 Strategic Objectives Template</p>	<p>Dr. Eddinger distributed and discussed <i>Ventura County College District Strategic Plan Annual Implementation Plan 2012-2013</i>. Consultation Council reviewed the template and discussed using the tool at campuses.</p> <p>Dr. Moore reviewed Chancellor appointments to governance groups:</p> <p><u>District Consultation Council</u> Executive Vice President: Ramiro Sanchez</p> <p><u>District Council on Accreditation and Planning (DCAP)</u> Chair: Pam Eddinger District Administrative Center Representative: Sue Johnson Student Trustee: AJ Valenzuela Others: Karla Banks, Clare Geisen, Patricia Parham College Presidents: Robin Calote, Richard Duran Academic Senate Presidents: Riley Dwyer, Linda Kama'ila, Peter Sezzi</p> <p><u>Institutional Research Advisory Committee</u> Director Administrative Relations: Clare Geisen</p> <p><u>District Council on Academic Affairs</u> Chair: Jane Harmon Vice President, Business Services: David Keebler</p>	<p>Consultation Council was in agreement. The District campuses and governance groups will use the tool, DCAP will monitor progress, and results will be presented to Consultation Council.</p>		<p>Pam Eddinger</p>

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required or Information Provided)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
	<u>District Technical Review Workgroup – Instructional</u> Chair: Erika Endrijonas  <u>District Technical Review Workgroup – Student Services</u> Chair: Erika Endrijonas  <u>District Council on Administrative Services</u> Executive Vice President: Erika Endrijonas			
Future Meetings	<b>Future Meetings</b> September 28 Agenda Review November 2 Agenda Review November 30 Agenda Review			

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**CHANCELLOR'S CABINET MEETING POLICY/PROCEDURE REVIEW/ACTIONS  
 VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
 November 2011 – August 2012**

**November 28, 2011**

Agenda Item	Notes	Completion Timeline	Responsibility
<p><b>Policies and Procedures</b></p> <p><u>Review Process Timeline</u></p> <ul style="list-style-type: none"> <li>• Policies/procedures reviewed/approved today at Cabinet will move forward for review at the 12/21/11 Policy Committee meeting.</li> <li>• Items approved at the 12/21/11 Policy Committee meeting will be placed on the January 2012 Board meeting agenda for action/acceptance.</li> <li>• AP 4021 Program Discontinuance – moving forward to Board Meeting for informational purposes only – vetted through DCSL in November 2012</li> <li>• BP2715 Board Code of Ethics and Standards of Practice</li> <li>• AP 2715(A) and AP 2715(B) Board Code of Ethics and Standards of Practice Procedures</li> </ul>	<p>Cabinet agreed to place AP 4021 on the February agenda.</p> <p>Chancellor will follow-up with Trustees to ensure completion of ethics training. Cabinet reviewed the Trustee censure procedure and made appropriate changes for clarity of process. Also discussed protection under the Whistleblower policy for any individual complaining about a Trustees behavior or actions.</p>	<p>Clare Geisen will make changes and email Cabinet for review.</p>	<p>Clare Geisen</p>
<p>AP 3280 – Grants</p>	<p>Cabinet discussed the procedure and Ms. Johnson noted step one is optional.</p>	<p>AP 3280 will move to 12/21/11 Policy Committee meeting for review.</p>	<p>Sue Johnson</p>

Agenda Item	Notes	Completion Timeline	Responsibility
AP 6750 – Parking (Parking Fee Increase)	Language “college-hosted events” and “exceptions will come through the Vice Presidents’ office” will be added.	AP 6750 will move to 12/21/11 Policy Committee meeting for review.	Sue Johnson
BP 3821 – Use of District Names for Solicitation of Funds	Ms. Johnson indicated new language has been added to modify the policy to streamline the approval process.	BP 3821 will move to 12/21/11 Policy Committee meeting for review.	Sue Johnson
AP 3430 Prohibition of Harassment and Discrimination	Ms. Parham indicated the process to complete a form has been written into the procedure.	AP 3430 will move to 12/21/11 Policy Committee meeting for review.	Patricia Parham
AP 7120-D Recruitment and Hiring: Part-Time Faculty  AP 7120-B Recruitment and Hiring: Full-Time Faculty	Ms. Parham indicated the scoring process has changed and is reflected in the revised procedures.	AP 7120-D and AP 7120-B will move to 12/21/11 Policy Committee meeting for review.	Patricia Parham
AP 5055 Registration Priorities	At 11/8/11 DCSL meeting, Peter Sezzi requested priority registration status for student athletes. Susan Bricker stated March 2011 DCSL meeting notes indicate if no closure, student athletes would receive priority registration in fall, would be approved in April, and student athletes should have priority registration beginning 11/14/11. Erika Endrijonas stated do not have Chancellor’s Cabinet approval and cannot implement until vetted through correct process. Seeking Cabinet decision regarding student athletes receiving priority registration.	Cabinet determined that student athletes should not receive priority registration.  AP 5055 still in DCSL.	Clare Geisen
AP 2715(A) Board Code of Ethics	Is an existing AP - under review.	TBD	James Meznik Clare Geisen

December 12, 2011

**Policies and Procedures**

- Policy Committee Meeting: December 21, 2011

- AP 4021 Program Discontinuance
- AP 5055 Enrollment Priorities

The following policies/procedures are moving forward to Policy Committee (PC) 12/21/11:

- AP 3280 Grants (new) as required by accreditation. BP 3280 provided to PC for alignment review/no changes.
- BP 2715/AP 2715(A)/AP 2715(B) Board Code of Ethics/Standards of Practice (existing/revised to include misconduct allegation process).
- BP/AP 2745 Board Self-Evaluation (existing/revised to include monthly meeting assessments).
- AP 3430 Prohibition of Harassment (revised). BP 3430 provided to PC for alignment review/no changes.
- BP 3821 Use of District Names for Solicitation of Funds (revised). No AP required.
- AP 6750 Parking (revised). BP 6750 provided to PC for alignment review/no changes.
- AP 7120-B Recruitment and Hiring: Faculty, and AP 7120-D Recruitment and Hiring: Part-Time Faculty (revised). BP 7120 Recruitment and Hiring provided to PC for alignment review/no changes.

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Per 11.28.11 Cabinet, AP 4021 Program Discontinuance will advance to Policy Committee in January and to the Board in February 2012.

Returning item from 11.28.11 Cabinet meeting. DCSL met on December 8 and requested student athletes registration item return to Cabinet with written rationale (rationale documents (2) provided by Riley Dwyer and Peter Sezzi). Copy of revised AP 5055 also provided.

Cabinet discussed enrollment registration and students who are given preferential registration

Clare Geisen

opportunity. Student athletes will not be given priority over anyone else. Minor changes were made to registration priority and will be forwarded. Cabinet verified registration language in catalog for definition of various student groups.

Early registration for athletes is not justified in light of current enrollment circumstances.

**January 3, 2012**

Change in screening committee composition for Executive Vice President (Moorpark College) search.(AP 7120-A Recruitment and Hiring: Managers)

Ms. Parham discussed a DCHR request related to the Executive Vice President screening. Faculty are concerned that they are not adequately represented. Ms. Parham explained the revision of the panel composition, increasing the number faculty representation and include an increase in management and an addition of a classified representative and a student.

Cabinet discussed and agreed the screening committee composition will not be revised.

Patricia Parham  
Presidents

**January 23, 2012**

AP 5055

Clare Geisen provided an update on AP 5055 and indicated the procedure is being reviewed.

TBD

Clare Geisen

**January 30, 2012**

AP 4055 Enrollment Priorities

Cabinet discussed AP 4055 Enrollment Priorities and made changes. Presidents will submit data to Ms. Geisen for further revision.

AP 4055 will move to Board Policy Committee. Fall 2012 effective date.

Clare Geisen

**February 21, 2012**

AP 5055 Enrollment Priorities Refine data - colleges to present related to student

Dr. Meznik discussed Academic Senate Presidents Dwyer and Sezzi concerns of insufficient data and document. Dr. Meznik

Clare Geisen



athletes	<p>indicated future academic policy and procedure review will include executive vice presidents, academic senate presidents, and presidents.</p> <p>Discussion included documentation of policy and procedure review.</p>		
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**March 12, 2012**

DTRW/DTSL Update	Dr. Endrijonas provided an update on the work of DTRW. The committee reviewed programs and courses for Districtwide consistency in course units and program requirements, and policies and procedures related to curriculum. Cabinet discussed priority registration.	Ms. Geisen will follow up with Ms. Endrijonas regarding timing issues with policies and procedures.	Erika Endrijonas
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**April 2, 2012**

Policy: AP 6750 – Parking AP 7120-B	Reviewed.		Sue Johnson Clare Geisen
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**April 9, 2012**

Proposed revisions to AP 7120-A Recruitment and Hiring: Managers (from DCHR)	Ms. Parham discussed the proposed revisions to AP 7120-A. The goal was to add more faculty to the hiring panel to ensure adequate representation. Cabinet discussed the composition of the panel and recommended additional changes.	Ms. Parham will make revisions and propose a recommendation to DCHR.	Patricia Parham
Proposed revisions to attachment (Disciplines Unique to a College) to AP 7211 Minimum Qualifications and Equivalencies (from DCHR)	Ms. Parham discussed the changes to the table titled "Disciplines Unique to a College."	There were no changes recommended.	Patricia Parham

**April 24, 2012**

Policies and Procedures (recommended from DCSL & DTRW):	Cabinet discussed BP 4025 and the need for the Chair to make a statement that the Board reviews	Policies will move forward to the May	Clare Geisen
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<ul style="list-style-type: none"> <li>• BP/AP 4025 Philosophy and Criteria for Associate Degree and General Education (DTRW)</li> <li>• BP/AP 4225 Course Repetition (DCSL)</li> <li>• BP/AP 4227 Course Repetition Absent Substandard Academic Work (DCSL)</li> <li>• BP/AP 4230 Grading and Academic Records Symbols (DCSL)</li> <li>• BP/AP 5010 Admissions and Concurrent Enrollment (DCSL)</li> </ul>	the policy for technicality.	16, 2012 Policy Committee meeting.	
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**April 30, 2012**

<p>Chapter 7: Human Resources Policies and Procedures</p> <p>Chapter 6: Business Services will be reviewed May 7, 2012</p>	There were no items.	Return 5/7/12	Patricia Parham Sue Johnson
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**May 7, 2012**

Chapter 7: Human Resources Policies and Procedures (from 5/7/12)	There were no items.		Patricia Parham
Chapter 6: Business Services Policies and Procedures	There were no items.		Sue Johnson

**May 14, 2012**

Chapter 7: Human Resources Policies and Procedures (from 5/7/12)	Ms. Geisen provided an update regarding policies and procedures. Human Resources items will be presented to the Board Policy Committee in June.	TBD	Patricia Parham
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Chapter 6: Business Services Policies and Procedures (from 5/7/12)	Work is ongoing.	TBD	Sue Johnson

**May 29, 2012**

Chapter 7: Human Resources Policies and Procedures (from 5/7/12)	Ms. Geisen indicated there are a number of Human Resources and Business Services policies scheduled for the June 20, 2012 Policy Meeting. Ms. Parham will present human resources items for the August Board meeting.	Ms. Geisen will provide an update during the June 19 Board meeting.	Patricia Parham
Chapter 6: Business Services Policies and Procedures (from 5/7/12)	Ms. Johnson will bring Business and Administrative Services policies and procedures to Policy Committee in July.	Policy Committee June 2012	Sue Johnson

**June 4, 2012**

Chapter 6: Business Services Policies and Procedures (from 5/7/12)	Next Policy Committee Meeting: June 20, 2012.		Sue Johnson
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**June 11, 2012**

Policy Update Next Policy Committee Meeting scheduled June 20, 2012 for the July 10, 2012 Board Meeting	Ms. Geisen will provide an update at the Board meeting and distributed a Policy Committee Preparation Calendar.	Policies for July 10 must be submitted today for the June 20 policy meeting.	Clare Geisen
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**July 23, 2012**

Sue Johnson Notes from Cabinet

Chapter 7 BP's and AP's – A few of the attachments were reviewed. Ms. Parham mentioned that some of the BP and AP were not included in the packet that would be submitted with no change. She is working on a couple to finalize for policy committee.

**August 6, 2012**

<p>Chapter 2 Board Policies and Administrative Procedures Review</p>	<p>BP 2710 Conflict of Interest AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700: Statement of Economic Interests</p> <p>Ms. Parham distributed and discussed the conflict of interest policy and procedures. The VCCCD policy and procedures were compared to the CCLC policies and procedures. Ms. Parham reviewed inconsistencies in the VCCCD and CCLC documents.</p> <p>Cabinet discussed the need for “consultants” to complete a Statement of Economic Interest. Dr. Moore suggested contacting the FPCC to clarify the definition of “consultant.”</p> <p>Cabinet further discussed the filing officer and the maintenance of the Statement of Economic Interest forms.</p>	<p>Ms. Geisen will seek advice from an FPCC consultant regarding “consultant” requirements. Ms. Parham will bring back revised policy/procedures.</p> <p>Dr. Moore will review the review the policy and procedure to determine the most appropriate District filing officer.</p>	<p>Patricia Parham</p>
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**August 13, 2012**

<p>Board Policies and Administrative Procedures Review</p>	<p>Ms. Parham discussed the Conflict of Interest. Ms. Geisen distributed <i>California Form 805 and Terms &amp; Definitions</i> for clarification of the term “consultant.”</p> <p>BP 2710 Conflict of Interest AP 2710 Conflict of Interest AP 2712 Conflict of Interest Code – Form 700: Statement of Economic Interests BP 3560 Alcoholic Beverages AP 3560 Alcoholic Beverages</p> <p>Ms. Parham reviewed the policy and procedure related to alcoholic beverages; no changes were made within Chancellor’s Cabinet.</p>		<p>Patricia Parham</p>
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**August 20, 2012**

<p>Board Policies and Procedures Review Process</p>	<p>Ms. Geisen discussed the two-year policy/procedure review process and emphasized the need to review BPs/Aps with various constituent groups.</p> <p>Cabinet further discussed the process and constituent review. There was considerable disagreement.</p>	<p>After discussion, Dr. Moore will review progress.</p>	<p>Clare Geisen</p>
<p>Status of HR Policies and Procedures Review</p>	<p>Ms. Parham presented and discussed Chapter 7 progress.</p>	<p>TBD</p>	<p>Patricia Parham</p>
<p>Chapter 7 Board Policies and Administrative Procedures</p> <ul style="list-style-type: none"><li>• AP 7120-A Recruitment and Hiring: Managers.</li></ul>	<p>Ms. Parham discussed procedure for the recruitment and hiring of managers.</p>	<p>Cabinet contributed to several minor changes related to the process and composition of hiring committees.</p>	<p>Patricia Parham</p>